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A Comparison of Grade Equivalent Reading Rates of Candidates Presented for Training in Areas  
of Primary Certification to the South Carolina Criminal Justice Academy to Success/Failure  
Rates and an Overview of the Grade Equivalent Primary Certification Training Materials

Presented in Partial Fulfillment of the  
Certified Public Managers Program  
Class of 2011

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### **Problem Statement:**

Section 23-23-30 of the South Carolina Code Laws created the South Carolina Law Enforcement Training Council (LETC) which consists of eleven (11) members (Appendix A). Section 23-23-20 created the South Carolina Criminal Justice Academy (SCCJA) and provided that a "director must be hired by and responsible to the council. Basic and advanced training must be provided at the training facility." The SCCJA currently is one of a very few – fewer than ten (10) at last count (IADLEST, 2005) - centrally located state law enforcement/criminal justice training facilities in the nation that provide, by law, all training to all practitioner candidates in areas of primary certification as well as in certain advanced certification training areas.

The findings and content of this report concern the areas of primary certification training defined as entry-level law enforcement/criminal justice (e.g., non-supervisory uniformed patrol, non-supervisory uniformed correctional, non-supervisory telecommunications officer/operator duties). The three (3) areas of training pertinent to this study were as follows: 1) Basic Law Enforcement Certification Training (BLE); 2) Basic Jail Certification Training (BJT) (local detention as opposed to state level corrections) and; 3) Basic Telecommunications Officer Training (BTOT). The SCCJA schedules 16 BLE courses per training year (July 1-June 30) each with a potential maximum of 75 students, 12 BJT courses per training year each with a potential maximum of 60 students and as many as ten (10) BTOT courses per training year each with a potential maximum of 20. Taken together, these three areas of training potentially could account for upwards of 2,120 students presented for initial primary certification training each year. The SCCJA is, by law, the certifying/decertifying entity in the state for law enforcement officers (including local detention telecommunications) and, therefore, has regulatory, in addition to,



training responsibilities. It should be noted that the SCCJA (except in a few rare cases) is not the screening, hiring, commissioning and/or employing agency for students presented for primary certification training.

The SCCJA's client agencies are responsible for all personnel selection processes for the members of their respective employment pool. As a result, the SCCJA must then "train to the masses" regardless of any factor including achieved educational levels. A hiring/non-hiring decision should not be based on a single variable alone as there are a myriad of factors to be considered during the selection process. The State of South Carolina requires individuals being presented for law enforcement certification, including local corrections and telecommunications certification, to be at least 21 years of age or older, have a clean criminal history, be of good character, possess a high school diploma or GED and be a citizen of the United States. There are many citizens in the state who may qualify in light of these few requirements, however, no right thinking person would suggest that all are suited for a career in law enforcement in any capacity.

Given the two elements of a high school education or equivalent coupled with United States citizenship may lead one to believe that candidates possessing the minimum qualifications would be able to read at least a 12<sup>th</sup> grade level or above. Allscheid, paraphrased, (2008, p.4., 2009a, p.5, 2009b, p.5) found that, just because law enforcement candidates may have obtained their high school diplomas, it was no guarantee that they had sufficient command of basic reading, writing and arithmetic skills necessary to perform successfully on the job and in training. As stated in the project proposal for this effort, "[t]he respective educational levels achieved by candidates presented for training ... can be very misleading ... [a] reliable measure of achieved adult education (as opposed to educational levels)... is, perhaps, a better 'predictor' of academic success ..." in primary certification training (Floyd, 2010).



In addition, “[n]othing in this project should be construed to be, or interpreted as, a panacea for the selection, hiring and training process. There are many more variables and factors to be considered than merely the measure of adult education such as various personal history questionnaires, psychological assessments, career aptitude assessments and sophisticated tests of overall intelligence. None of these factors will be addressed within the parameters of this project” (Floyd).

This project focused on a singular aspect of adult education, reading grade equivalency rates, as measured by the *Nelson-Denny Reading Test* (Brown, Fishco, and Hanna, G., 1993) of students presented to the SCCJA for primary certification in the three (3) areas of primary certification training. Students presented for training were defined as those who had had no previous training in their respective area of training in which they were enrolled or in either of the other two (2) areas. In essence these students were “fresh off the street”.

The results of the tests were then contrasted with and compared to the rates of non-successful completion, or failure rates, in all three (3) training areas. “Failure”, for the purpose of this report, was defined as not achieving a passing grade on an academic written test or any other written test which was administered by the SCCJA Instructional Standards & Support Section (ISSS). Academic testing protocols are discussed later in this report. The results of proficiency or “hands-on” skill tests were not considered. The results of three Stanard & Associates tests, the *National Police Officer Selection Test* (POST) (Allscheid, 2008), the *National Corrections Officer Selection Test* (NCST) (Allscheid, 2009a) and the *National Dispatcher Selection Test* (NDST) (Allscheid, 2009b) were used to examine certain selection issues such as Americans With Disabilities Act (1991) concerns, Equal Employment Opportunity Commission (EEOC) (1978) guidelines, Title VII of the Civil Rights Act of 1964 (CRA-1964) as related to the use of educational assessments in the screening, selection and hiring process.

Although the Nelson-Denny and Stanard tests were very different in structure, the intent and use of all was to measure aspects of adult learning/education. The results of the Nelson-Denny test were interpreted and compared with student performance to determine if, perhaps, the test could be deemed a reliable measure or predictor of potential success in a given SCCJA area or areas of primary certification. If the argument can be sustained that being able to read independently and comprehensively is a “business necessity” for SCCJA primary certification training, and, by extension, to those entry-level (post-graduation) functions, then the client agencies of the SCCJA should be screening applicants on some measure of adult learning. The hypothesis, therefore, was able to be stated in one simple sentence, “The greater/higher measured level of reading grade equivalency, the greater/higher the likelihood of success in BLE, BJT and/or BTOT.”

#### **Data Collection:**

The SCCJA conducts periodic primary certification curricula validation processes referred to as job-task analyses (JTAs). The most recent were conducted by Allscheid (2005), Stanard & Associates (2005) and Macomber (2004) all in conjunction with SCCJA-ISSS. The SCCJA-ISSS, in conjunction with subject matter experts (SMEs) - law enforcement, local detention and telecommunications practitioners – developed task lists for all JTAs which included tasks that entry-level officers in all three (3) areas may have to perform during the course of their respective duties. These tasks were evaluated in terms of frequency of performance and criticality of proper performance in order to validate the training content of each area of primary certification. From the results of these JTAs combined with input from internal/external SMEs and other sources, training programs were validated/developed that, in theory, teach to the standard of the essential tasks and job-duties. In addition, the SCCJA-ISSS



working with law enforcement SMEs developed a broad list of 25 essential job functions for BLE training which were extended as applicable to BJT and BTOT. Allscheid (2008, p.8) identified the following SCCJA BLE essential job functions as dependent upon basic skills – including independent and comprehensive reading - measured by the POST:

1. Prepare reports:  
The officer must be able to initiate and complete verbal and written reports which include sketches, symbols, mathematical computations and narratives.
2. Maintain knowledge of the law:  
The officer must maintain a practical, working knowledge of the laws of the United States and the State of South Carolina. This knowledge is of particular importance in determining when reasonable suspicion exists to detain a suspect, when probable cause exists to search and arrest and to what degree force may be used.
3. Perform patrol duties:  
The officer will perform law enforcement patrol duties that include such things as working rotating shifts, foot patrol, bicycle patrol and physically checking doors and windows of buildings to ensure they are secure and detaining people and stopping suspicious vehicles and persons.
4. Communicate informal settings:  
The officer must demonstrate communication skills in court and other formal settings to include presentations to the public.
5. Preserve evidence:  
The officer must be able to detect, collect and preserve evidence and substances related to criminal and civil offenses and infractions. The officer must also be able to package evidence properly.
6. Read legal documents:  
The officer must be able to read and comprehend legal and non-legal documents, including the preparation and processing of such documents ascitations, affidavits and warrants. The officer must also be able to servewarrants as necessary.
7. Engage in problem solving:  
The officer must be able to facilitate problem solving by assisting in the identification of problems, generation of alternatives, and implementation of solutions using generally accepted principles of community policing.

All of these duties require a level of skill and ability to allow the individual (post-graduation) officer to read at a “minimally adequate” level of independent and comprehensive reading and, therefore, would support and/or establish independent and comprehensive reading as a “business necessity” (CRA- 1964) and a “bona fide occupational qualification” (BFOQ) (Webster’s Law Dictionary, 2010).

A caveat, an individual cannot “fail” an “assessment” instrument designed to measure levels of competency. An individual can only not successfully achieve a “standard” set by an employer or other decision making entity. Any “standard” used as a cut-point and a factor in employment and/or promotional decision making must either be shown and accepted as a “business necessity” or, if not, shown that any potential “adverse impact” upon members of “projected category” is mitigated/negated by a legitimate “business necessity” or “bona fide occupational qualification”.

**Business Necessity defined:**

“Under Title VII of the Civil Rights Act of 1964, an employer is required to demonstrate the business necessity of employment standards that have a legally significant disparate impact based on race, color, national origin, sex, and/or religion. Consequently, each employment standard must be scrutinized to determine whether it has a potential disparate impact, and if so, whether the standard is a product of business necessity.” (The ‘Lectric Law Library, 2011).

“An employer's defense of an employment related decision that is based on the requirements of the business and is consistent with other such decisions. To establish business necessity an employer must prove that the practice is job related and consistent with business necessity...” (Laws.com, 2011).

**Bona Fide Occupation Qualification (BFOQ) defined:**

“Employment practices that would constitute discrimination as to certain individuals of a particular religion, gender, national origin, or age range (but not race or color) when the otherwise illegal discrimination is a bona fide qualification that is reasonably necessary for the normal performance of the duties of that particular occupation. For example, a designer of women’s clothes by necessity is permitted to hire only female models.” (Webster’s Law Dictionary, 2010).



The EEOC (1978) employs what is known as the “4/5ths” or the “80%” rule. Simply stated, this rule means that members of a protected category must be selected at a rate of 4/5ths, or 80% of the selection rate of the members of a non-protected category. If the selection rate is less than 4/5ths or 80%, then adverse impact or an “unlawful employment practice (CRA-1964, SEC. 2000e-2. – [Section 703]) may exist **unless** the selection rate and/or tasks that members of a protected category cannot perform are legitimate business necessities. Note that in this example, “selection” would also refer to members of a protected category achieving a score of at least 80% of that of non-protected category members on a paper-pencil tests used for selection or promotion.

As such, the purpose and the final contents this project should NOT be construed as an attempt to establish a “hiring standard” or business necessity for any client agency. To attempt to do this was seen as a usurpation of a function and responsibility of the employing agency.

This report did not distinguish between members of protected categories and non-protected categories in terms of demographics – age, sex, race, ethnicity, educational level, department size, department type, etc. If being able to read independently and comprehensively is a business necessity for BLE, BJT and BTOT, then the listed demographics as they related to tested members of protected categories are not applicable and, therefore, no adverse impact would result. As stated previously, the SCCJA must train to the masses as the SCCJA has had, outside of verifying the minimal student qualifications as provided by law, no part in the selection of the students presented for primary certification training. This study and the reported results considered only the measured adult educational levels of two (2) larger groups -*Stanard* and *Nelson-Denny* - which were each divided into three (3) smaller sub-sets (*BLE*, *BJT* and

BTOT) with the majority of the results and findings resting upon the performance, reading grade equivalency rates of the Nelson-Denny group.

The three (3) Stanard tests (Appendix B) measured adult education in areas including reading vocabulary, reading comprehension, report writing and simple arithmetic. It should be noted that the Stanard tests were developed for specific populations – law enforcement applicants, correctional applicants and telecommunication/dispatcher applicants, respectively.

Stanard Group Participant Categories:

BLE – 222 students	– tested by ISSS Staff,	January, 2007 - April 2008
BJT – 126 students	– tested by ISSS Staff,	August, 2007 – June, 2008
BTOT– 141students	– tested by ISSS Staff,	July, 2007 – June, 2008

The Nelson-Denny (Appendix C) measured adult education in terms of reading grade equivalency levels through a vocabulary testing, reading rate (number of words per minute) and reading comprehension. The Nelson-Denny test was not tailored to a specific population other than young adults/adults. All testing instruments were written and administered in English, therefore, not being fluent in the English language (reading, writing, conversational) would be a definite disadvantage. Members of the respective Nelson-Denny groups were tested by SCCJA-ISSS staff, July1, 2008-June 30, 2009:

Nelson-Denny Group Participant Categories:

<u># Presented</u>	<u># Drop*</u>	<u># Tested</u>	<u># Academic Failures</u>	<u>#/Percent Out</u>
BLE - 911	80	831	126	206/22.6%
BJT - 553	24	529	105	105/23.3%
BTOT - 211	3	208	4	7/3.31%

\*(The students who dropped [# Drop] were those who left training for some non-academic/training related issue – medical issue, family issue, disciplinary, etc.)

Analysis processes of the Nelson-Denny results were performed by SCCJA ISSS staff members which resulted in “good scores” in each of the categories of BLE, BJT and BTO. A



“good score” was one which was derived from a student who completed the test and the testing answer sheet as instructed with all required and appropriate data fields completed. Of the 911 BLE students originally presented for training, 845 were administered the Nelson-Denny test of which 763 “good scores” resulted. Of the 553 BJT students originally presented for training, 468 were administered the Nelson-Denny test of which 466 “good scores” resulted. Of the 211 BTOT students originally presented for training, 208 were administered the Nelson-Denny test of which 208 “good scores” resulted. All students who were administered the Nelson-Denny test had no previous law enforcement, correctional or emergency telecommunications training or experience. In addition, no South Carolina Highway Patrol (SCHP) BLE classes were administered the Nelson-Denny test as the SCHP administered the Nelson-Denny to applicants during the selection process; thus, two sets of scores could have been potentially compromising for both the SCHP and the SCCJA.

Brief descriptions of the SCCJA-ISSS testing protocols included in student orientation materials for the three (3) areas of primary certification training are as follows (Appendix D).

#### Basic Law Enforcement

Candidates in Basic Law Enforcement training will be given a total of *seven* unit tests and two written/proficiency tests (*PPCT* and *OC*). Each of the *seven* unit tests and the *OC* (*Chemical agents*) test must be successfully completed with a minimum score of **70%** before proceeding in training. The *PPCT* (*Defensive Tactics*) written test must be passed with a minimum score of **80%**

<u>Test</u>	<u>Possible Points</u>
Unit Test #1	100
Unit Test #2	100
Unit Test #3	100
Unit Test #4	100
Unit Test #5	100
Unit Test #6	100
Unit Test #7	100
PPCT (Defensive Tactics)	100
OC (Chemical Agents)	<u>100</u>
Total Points Possible	900

### Basic Jail Training

Candidates in Basic Jail training will be given a total of *three* academic unit tests and one PPCT written test. Each of the *three* academic unit tests must be passed with a minimum score of **70%** before proceeding in training. The PPCT written test must be passed with a minimum score of **80%**.

<u>Test</u>	<u>Possible Points</u>
Unit Test #1	100
Unit Test #2	100
PPCT Written Test	100
Unit Test #3	<u>100</u>
Total Points Possible	400

### Basic Telecommunications Officer Training

Each Basic Telecommunications Officer candidate must pass each unit test with a minimum score of 70% points before progressing to the next unit of content. In the event that a student fails a unit test, that student will be immediately dismissed from the Academy.

<u>Test</u>	<u>Possible Points</u>
Unit Test #1	100
Unit Test #2	<u>100</u>
Total Points Possible	200

The SCCJA has allowed certain special/reasonable accommodations for academic testing in keeping with the requirements of the Americans With Disabilities Act (1991), as revised. These accommodations have included quiet/private environments in which to test, additional test taking time and test readers. Providing test readers is no longer an accommodation as being able to read independently and comprehensively is viewed as business necessity and a BFOQ for training and the respective entry-level careers.

### Data Analysis:

The majority of the analysis of the data collected and the conclusions drawn were based upon the results of the administration of the Nelson-Denny test to the students presented for primary certification training during the testing period as stated. The results of the Stanard tests



were used primarily as check-and-balance references in order to see if a test or set of tests addressing a greater number of factors than reading grade equivalency rates were supportive, analytically speaking, of the interpretation of a reading test measuring adult reading levels only. Both test sets were found to be complementary in that respect.

The reading grade equivalency rates, as measured via Nelson-Denny, and corresponding success (passing) rates and non-success (failure rates), were calculated and charted via a quasi-percentile method (Appendix E). The failure rate for BLE students reading at or above a 10<sup>th</sup> grade equivalency was 17.7%. The failure rate for BLE students reading at or below the 9.9 through the 5.9 grade equivalency ranged from 41.5% to 65.6%, respectively.

The failure rate for BJT students reading at or above a 10<sup>th</sup> grade equivalency was 14.9%. The failure rate for BJT students reading at or below the 9.9 through the 5.9 grade equivalency ranged from 42.1% to 71.4%, respectively.

Please note that progressive failure rates were not calculated for BTOT as the number of non-successful candidates (4 of 208) was not considered to be significant.

A description of the success/non-success rates discovered is as follows:

#### **Basic Law Enforcement**

- The number of BLE students tested presented for training during the data collection/testing period resulting in “good scores” was 763.
- Of these 654 successfully completed the training cycle, whereas 109 BLE students did not.
- The average grade equivalency level for all 763 BLE students was 13.53 years.
- Of the 654 BLE students who successfully completed the training cycle the average grade equivalent reading level was 14.21 years.
- Of the 109 BLE students who did not successfully complete the training cycle the average grade equivalent reading level was 9.64 years.
- 142 BLE students tested who were reading below a 10<sup>th</sup> grade equivalency level, 59, or 41.5% did not successfully complete the training cycle.
- These 142 students below a 10<sup>th</sup> grade level had an average grade equivalency level of 7.60 years.
- Of the 621 BLE students tested who were reading at or above a 10<sup>th</sup> grade equivalency level, 50, or 8.05%, did not successfully complete the training cycle.

- This equated to a passing rate of 91.9% for tested BLE students reading at or above a 10<sup>th</sup> grade equivalency level.
  - These 621 students had an average grade equivalency level of 14.88 years.
- 

### **Basic Jail Training**

- The number of BJT students presented for training during the data collection/testing period resulting in “good scores” was 466.
  - Of these 380 successfully completed the training cycle, whereas 86 BJT students did not.
  - The average grade equivalency level for all 466 BJT students was 11.60 years.
  - Of the 380 BJT students who successfully completed the training cycle the average grade equivalent reading rate was 12.42 years.
  - Of the 86 BJT students who did not successfully complete the training cycle the average grade equivalent reading rate was 8.00 years.
  - Of the 162 BJT students tested who were reading below a 10<sup>th</sup> grade equivalency level, 64, or 42.1% did not successfully complete the training cycle.
  - These 162 students below a 10<sup>th</sup> grade level had an average grade equivalency level of 7.42 years.
  - Of the 315 BJT students tested who were reading at or above a 10<sup>th</sup> grade equivalency level, 22, or 7.00%, did not successfully complete the training cycle.
  - This equated to a passing rate of 93.0% for tested BJT students reading at or above a 10<sup>th</sup> grade equivalency level.
  - These 315 students had an average grade equivalency level of 13.63 years.
- 

### **Basic Telecommunications Officer Training**

- The number of BTOT students presented for training during the data collection/testing period resulting in “good scores” was 208.
- Of these 204 successfully completed the training cycle, whereas 4 BTOT students did not.
- The average grade equivalency reading level for all 208 BTOT students was 13.28 years.
- Of the 204 BTOT students who successfully completed the training cycle the average grade equivalent reading rate was 13.38 years.
- Of the 4 BTOT students who did not successfully complete the training cycle the average grade equivalent reading rate was 8.05 years.
- Of the 38 BTOT students tested who were reading below a 10<sup>th</sup> grade equivalency level, 3, or 7.9% did not successfully complete the training cycle.
- These 38 students below a 10<sup>th</sup> grade level had an average grade equivalency level of 7.94 years.
- Of the 170 BTOT students tested who were reading at or above a 10<sup>th</sup> grade equivalency level, 1, or .58%, did not successfully complete the training cycle.
- This equated to a passing rate of 99.5% for tested BTOT students reading at or above a 10<sup>th</sup> grade equivalency level.
- These 170 students had an average grade equivalency level of 14.46 years.



All individual reading grade equivalent levels – grade equivalent levels at which the content of all individual courses were written - for all course topics in each area of primary certification training were calculated using the Flesch-Kincaid Grade Level Readability Score. This test allows the computation/calculation of written material in terms of a U.S. grade school level. The score analyzes and rates text on levels based on the average number of syllables per word and words per sentence. For example, a score of 8.0 means that an eighth grader would understand the text (RFP Evaluation Centers, 2011). All instructional topics in all areas of primary certification with the respective Flesch-Kincaid grade level scores are presented in Appendix F.

#### Flesch-Kincaid (F-K) Scores for Each Area of Primary Certification Training

BLE all topics	– F-K = 11.00 (79 individual topics)
BLE legal topics	– F-K = 12.93 (22 individual topics)
BLE non-legal topics	– F-K = 10.26 (57 individual topics)
BJT all topics	– F-K = 10.34 (28 individual topics)
BJT legal topics	– F-K = 12.20 ( 1 individual topic)
BJT non-legal topics	– F-K = 10.27 (27 individual topics)
BTOT all topics	– F-K = 11.48 (31 individual topics)
BTOT legal topics	– F-K = 12.73 ( 4 individual topics)
BTOT non-legal topics	– F-K = 11.30 (27 individual topics)

Again, the purpose of this study was not to attempt to establish a hiring standard for the client agencies of the SCCJA. The purpose was to identify reading grade equivalency rates of all students presented for primary certification training, then to focus on the reading rates of those individuals who occupied the lower tiers and compare these rates to respective rates of non-success, or failure, in each of the areas of primary certification training and perform a comparison of student reading rates and failure rates to the Flesch-Kincaid grade readability score to the primary certification training curricula.

2010 (Appendix G) (SC Department of Education, 2010) to discover what types of adult learning measurement instruments are in use, by which providers and associated costs of administration.

2. Lanier (2008) suggested that the SCCJA could provide testing services to client agencies in the areas of the Physical Ability Test (PAT) (Appendix H) and an adult learning assessment – Nelson-Denny. However, in these times of decreased budgets, the SCCJA would not in a position to perform testing for departmental selection. In order to fill the potential 2,120 primary certification slots, a minimum of three (3) applicants per slot would have to be screened, resulting in upwards of a potential 6,360 applicants being tested on two separate parameters in order to develop a pool from which client agencies could select. The SCCJA, however, may be able to assist client agencies in improving selection processes - without establishing or attempting to establish any hiring standard for any client agency - by providing minimal logistical support and technical advice.

The specifications for the PAT have been available on the SCCJA website – [www.sccja.sc.gov](http://www.sccja.sc.gov) – for several years should agencies wish to construct their own equipment.

calculated the cost of 80 students not completing a BLE training cycle as \$407,162.40 (2001 dollars). When adjusted for inflation this figure increases by 17.6% to \$494,352.05, or \$6179.47 per student for nine (9) weeks of training (2009 dollars). Given the 206 students who were presented for BLE training during the Nelson-Denny testing period who did not complete the training cycle for whatever reason, the funds expended and potentially lost equates to approximately \$1,272,970.00. This number does not include those funds potentially lost due to BJT or BTOT students who do not complete a respective training cycle, however, the cost per student would be comparable.

3. The SCCJA Administration and/or appropriate designees can disseminate this information via the public venues of the South Carolina Chiefs' Association, the South Carolina



### **Summary and Recommendations:**

The State of South Carolina has a potential adult education crisis which impacts the law enforcement, local detention and emergency telecommunications applicant pool as evidenced by a greater than 40% failure rate for those students presented for primary certification training who read below a 10<sup>th</sup> grade level. Achieving an adequate “score” on a measure of adult education assessment is not a panacea for this problem anymore than the possession of a high school diploma or a college degree and the selection or non-selection of an individual should not be based on any such singular factor. Achieving an adequate “score” on a measure is, however, an additional important factor when considered with, and given similar weight as, other critical requirements of public safety careers.

If a better prepared candidate can be selected by the client agencies of the SCCJA and presented to the SCCJA, then the benefits to the client agencies, the SCCJA and the citizenry of the State of South Carolina will be two-fold: 1) a benefit realized in terms of a tremendous cost savings in training cost – read tax dollars and; 2) more importantly, a much better trained and prepared group of public safety servants – priceless.

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## **Appendix A**



## CHAPTER 23.

### LAW ENFORCEMENT TRAINING COUNCIL

#### **SECTION 23-23-20.** South Carolina Criminal Justice Academy.

There is hereby created the South Carolina Criminal Justice Academy which shall provide facilities and training for all officers from state, county, and local law enforcement agencies and for other designated persons in the criminal justice system. Correctional officers and other personnel employed or appointed by the South Carolina Department of Corrections may be trained by the department. Administration of this academy must be vested in a director who is responsible for selection of instructors, course content, maintenance of physical facilities, recordkeeping, supervision of personnel, scheduling of classes, enforcement of minimum standards for certification, and other matters as may be agreed upon by the council. The director must be hired by and responsible to the council. Basic and advance training must be provided at the training facility.

#### **SECTION 23-23-30.** South Carolina Law Enforcement Training Council; members; terms.

(A) There is hereby created a South Carolina Law Enforcement Training Council consisting of the following eleven members:

- (1) the Attorney General of South Carolina;
- (2) the Chief of the South Carolina Law Enforcement Division;
- (3) the Director of the South Carolina Department of Probation, Parole and Pardon Services;
- (4) the Director of the South Carolina Department of Corrections;
- (5) the Director of the South Carolina Department of Natural Resources;
- (6) the Director of the South Carolina Department of Public Safety;
- (7) one chief of police from a municipality having a population of less than ten thousand. This person must be appointed by the Governor and shall serve at his pleasure;
- (8) one chief of police from a municipality having a population of more than ten thousand. This person must be appointed by the Governor and shall serve at his pleasure;
- (9) one county sheriff from a county with a population of less than fifty thousand. This person must be appointed by the Governor and shall serve at his pleasure;
- (10) one county sheriff from a county with a population of more than fifty thousand. This person must be appointed by the Governor and shall serve at his pleasure; and
- (11) one detention director who is responsible for the operation and management of a county or multi-jurisdictional jail. This person must be appointed by the Governor and shall serve at his pleasure.

(B)(1) The members provided for in subitems (A)(1) through (A)(6) above shall be ex officio members with full voting rights.

(2) The members provided for in subitems (A)(7) through (A)(11) above shall begin serving on January 1, 2007.

In the event that a vacancy arises, it must be filled by appointment or election and confirmation of the original authority granting membership on the basis of the above referenced criteria.

(C) This council shall meet for the first time within ninety days after January 1, 2007, and shall elect one of its members as chairperson and one of its members as vice chairperson. These officers shall serve a term of one year and may be reelected. After the initial meeting, the council shall meet at the call of the chairperson, or at the call of the majority of the members of the council, but it shall meet no fewer than four times a year.

(D) Members of the council shall serve without compensation. A council member who terminates his office or employment which qualifies him for appointment shall immediately cease to be a member of the council.

## **Appendix B**



### **The National Police Officer Selection Test (POST)**

The POST is an entry-level law enforcement selection test comprising four sections. A description of each section and examples of specific skills tested in each section are provided below.

*Section I.* The arithmetic section of the POST comprises 20 multiple-choice items that test candidate's ability to add, subtract, multiply, divide and determine percentages and measurements.

*Section II.* The reading comprehension section of the POST includes 25 multiple-choice and true/false items that test a candidate's ability to understand written words and ideas associated with them. This section requires reading passages related to state and local laws, court cases and patrol duty, and then answering questions based on these passages.

*Section III.* The grammar section of the POST includes 20 multiple-choice items that test a candidate's ability to spell and use grammar and punctuation correctly. This section requires correctly completing sentences containing patrol-related information and identifying misspelled words.

*Section IV.* The incident report writing section of the POST includes 10 items that test a candidate's ability to write complete sentences with correct spelling, grammar and punctuation (Stanard & Associates, Inc., 2008).

### **National Corrections Officer Selection Test (NCST)**

The NCST is an entry-level corrections selection test comprising three sections. A description of each section and examples of specific skills tested in each section are provided below. NCST was developed to help hiring agencies assess and screen candidates for the basic skills that facilitate the acquisition of job knowledge.

*Section I.* Reading Comprehension: Measures a candidate's ability to understand written information for later recall and use.

*Section II.* Problem Solving: Measures a candidate's ability to solve problems based on available information.

*Section III.* Report Writing: Measures a candidate's ability to complete paperwork and understand paperwork completed by others (Stanard & Associates, Inc., 2009)

### **The National Dispatcher Selection Test (NDST)**

The NDST was developed to be an entry-level examination for selecting dispatchers. The exam assesses job-related basic skills and abilities required upon entry for successful performance as a dispatcher, some of which (e.g., reading comprehension) are also vital for learning and continuously acquiring job-relevant knowledge. Hiring agencies stand to lose a substantial investment if recruits do not possess the basic skills and abilities necessary, for example, to read and learn job-related materials or to listen to callers requesting emergency services and retain key pieces of information for subsequent use by first responders. The exam was developed as a paper and pencil instrument to facilitate group administrations of the exam without necessitating a substantive investment in additional equipment (as would be required with a computer-administered exam version). The exam also includes an audio component administered via a compact disc player, which is used for two test sections (listening and multi-tasking). (Stanard & Associates, Inc., 2009).



## Appendix C

## **Purpose and History of the Nelson-Denny Reading Test**

The ability to read well is so important in our culture that it is often the principal cause of success or failure from the first grade of elementary school through college and into professional life. Skillful reading must be mastered and, consequently, measured carefully and fairly. The primary purpose of the *Nelson-Denny Reading Test*, Forms G and H, is to provide a trustworthy assessment of student ability in three areas of academic achievement: vocabulary, reading comprehension, and reading rate. These important skills are related and interdependent. From 1929 to 1959, the original forms of the test (Forms A and B), developed by M.S. Nelson and E.C. Denny of Iowa State Teacher's College, served students and teachers as a measure of reading ability and as a guide for instruction. In 1960 Forms A and B were revised by James I. Brown of the University of Minnesota. The original format was retained, except for the addition of a measure of reading rate. The test could still be completed in its entirety in one class period. Forms C and D were completed in 1973 and Forms E and F in 1981. Forms G and H of the *Nelson-Denny Reading Test* are the latest in a series of revisions of the test that was first administered more than 60 years ago. Content of the test and the statistical data have been periodically updated since the first test in 1929, but the format of this widely used reading survey test remains basically unchanged due to its widespread acceptance.

## **General Description**

*The Nelson-Denny Reading Test (NDRT)* is composed of two subtests, Vocabulary and Comprehension. The vocabulary section consists of 80 items, each with five answer choices, and has a time limit of 15 minutes (Previous test forms consisted of 100 items). The Comprehension section contains seven reading passages and a total of 38 questions, each with five answer choices. (Previous test forms contained eight passages and 36 items.) The time limit for this



section is 20 minutes, the first minute being used to determine reading rate. Total administration time for the entire test, including answer sheet preparation, is about 45 minutes. For Forms G and H of the test, an extended-time administration is available for the first time. This mode of administration allows 24 minutes for the Vocabulary test and 32 minutes for the Comprehension test. Users who exercise the extended-time option should administer the test in two sessions, the first for completing information required on the answer sheet and taking the Vocabulary test and the second for taking the Comprehension test (The Reading Rate measure is omitted).

### **Test Authors**

The senior author of Forms G and H of the *Nelson-Denny Reading Test* is Dr. James I. Brown, who has most recently been professor emeritus in the department of Rhetoric and the University of Minnesota-Twin Cities Campus. Dr. Brown has long been recognized as a principal figure in both test development and college reading circles. He is the author of previous forms of the *Nelson-Denny* and of several college texts for the teaching of reading. Multiple editions of his *Efficient Reading*, *Reading Power*, and *Guide to Effective Reading* attest to the wide use of these texts in colleges throughout the country. Vivian Vick Fishco is English instructor and Director of the Learning Enhancement Center at Coconino County Community College in Flagstaff, Arizona. Ms. Fishco is a first-time author of the *Nelson-Denny Reading Test* and has collaborated with Dr. Brown on recent editions of *Efficient Reading* and *Reading Power*. Dr. Gerald S. Hanna is Professor of Education at Kansas State University, Manhattan Kansas. A notable scholar in the field of tests and measurement, Dr. Hanna was a co-author of Forms E and F of the *Nelson-Denny Reading Test* (Brown, J.A., Fishco, V.V., & Hanna, G., 1993).

## **Appendix D**



## **BASIC LAW ENFORCEMENT – TESTING AREAS**

**Note:** Passing is 70 and above for all seven Unit tests listed below. For Unit tests 1-7, failures (below 70) are dismissed from training.

### **UNIT TEST #1 (LEGALS) – 50 ITEMS, 1 HOUR, COUNTS 100 POINTS**

Introduction to Criminal Law	Investigative Detention
Courts, Crimes, and Procedure	Searches I
Probable Cause	Searches II
The Exclusionary Rule	Searches III
Arrests	

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### **UNIT TEST #2 (LEGALS) – 50 ITEMS, 1 HOUR, COUNTS 100 POINTS**

Courtroom Procedures	Specific Crimes
Ethics in LE	Evidence
First Amendment Issues	Civil Liability
Confessions, Interrogation, and Miranda Rule	

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### **UNIT TEST #3 – 50 ITEMS, 1 HOUR, COUNTS 100 POINTS**

Use of Force	CDV LE Response
Officer Survival	Victimology
Law Enforcement Stress Awareness	Omnibus Adult Protection Act
Harassment and Stalking	Child Abuse
CDV Dynamics	Juvenile Procedures
CDV Statutes	Physical Evidence/Crime Scene

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### **UNIT TEST #4 – 50 ITEMS, 1 HOUR, COUNTS 100 POINTS**

Diverse Communities	Drug Enforcement
Tactical Communications	Hazardous Materials

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### **UNIT TEST #5 – 50 ITEMS, 1 HOUR, COUNTS 100 POINTS**

Traffic Law	Basic Collision Report Writing (Understanding the TR310)
At-Scene Traffic Collision Inv. Basics	DUI Recognition

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### **UNIT TEST #6 – 50 ITEMS, 1 HOUR, COUNTS 100 POINTS**

Radio Communications	Interviewing
Gang Overview	Strategy of Arrest
Handling the Mentally Ill	Prisoner Control and Transport
Searching for Lost or Missing Persons	Booking Procedures
Written Communications	Shooting Decisions

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### **UNIT TEST #7 – 50 ITEMS, 1 HOUR, COUNTS 100 POINTS**

Basic Patrol Operations	Sexual Assault
Pedestrian Tactics	Vehicle Tactics
Crimes in Progress	Building Tactics
Disturbance Tactics	

## IN ADDITION TO THE SEVEN UNIT TESTS LISTED ABOVE:

You will have **TWO** written/proficiency tests:

1. PPCT (Defensive Tactics) – passing is 80 and above (week 6)
2. OC (Chemical Agents) – passing is 70 and above (week 7)

**Note:** PPCT failures are allowed to remediate/retest the day of the failure. OC Failures are dismissed from the Academy.

You will have **THREE** proficiency tests (the instructor will grade your performance):

**Note:** Driving and Firearms failures continue training w/class and are remediated/retested at a later date. PPCT failures are dismissed from the Academy.

1. Driving (week 4)
2. Firearms (week 4)
3. Defensive Tactics (week 6)

**REFER TO THE TRAINING SCHEDULE FOR TESTING DATES/TIMES**

## BASIC LAW ENFORCEMENT – TESTING POLICY

Candidates in Basic Law Enforcement training will be given a total of *seven* unit tests and two written/proficiency tests (PPCT and OC). Each of the *seven* unit tests and the OC (*Chemical agents*) test must be successfully completed with a minimum score of **70 percent** before proceeding in training. The PPCT (*Defensive Tactics*) written test must be passed with a minimum score of **80 percent**.

TEST	POSSIBLE POINTS EARNED
Unit Test #1	100
Unit Test #2	100
Unit Test #3	100
Unit Test #4	100
Unit Test #5	100
Unit Test #6	100
Unit Test #7	100
PPCT (Defensive Tactics)	100
OC (Chemical Agents)	<u>100</u>
<b>TOTAL POINTS POSSIBLE</b>	<b>900</b>

In addition to the above, the student will have several “hands-on,” pass/fail proficiency tests. These grades do not count toward a student’s cumulative grade listed above.

In order to be a *Distinguished Graduate*, a student must have a total score of at least **864** points on the nine written tests and must pass all proficiency tests. The *J. P. Strom Award* is given to the student(s) in each class who passes all proficiency tests, has at least **864** total points (*Distinguished Graduate*), and attains the highest point total in the class on the written tests.

## TESTING POLICY

Each Basic Law Enforcement student must pass each unit test before progressing to the next unit of content. In the event that a student fails a Unit test or the *OC (Chemical Agents)* written test, that student will be immediately dismissed from the Academy. If a student fails the *PPCT* written test, that student will be remediated and retested the same day of the failure. Upon passing the retest, the student will resume training with the class. If the student fails the retest, that student will be dismissed from the Academy.

Students must also pass each "hands-on" proficiency test (*Driving, Firearms, & Defensive Tactics*). In the event that a student fails a *Driving* or *Firearms* proficiency test, this candidate will continue training with the class and will be remediated and retested at a later date; only one retest will be allowed. If the student fails the *Defensive Tactics (PPCT)* proficiency, he/she will be immediately dismissed from the Academy.

When a student is dismissed from the Academy for a written or proficiency test failure, this candidate's commissioning agency will make the decision whether to request that the student be allowed to return (recycle) to the Academy to repeat the training and retake the test that he or she failed. Any student who is dismissed for academic failure and has been recycled into another Basic class will be required to repeat all course work that comprised the unit test that was failed. Students who are approved for recycling will be recycled into the next available Basic class.



## **BASIC JAIL – TESTING AREAS**

**Note:** Minimum passing score is **70** and above for all three Unit tests listed below.

---

### **UNIT TEST #1 – 50 ITEMS, 1 HOUR, COUNTS 100 POINTS**

Legals  
Ethics in Corrections  
Searches, Security Inspections, Contraband  
Stress Management  
Interpersonal Communication

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### **UNIT TEST #2 – 50 ITEMS, 1 HOUR, COUNTS 100 POINTS**

Booking & Admissions  
Juvenile Procedures  
Medical & Mental Health Issues in Jails  
Report Writing  
Disciplinary Procedures  
Visitation

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### **UNIT TEST #3 – 50 ITEMS, 1 HOUR, COUNTS 100 POINTS**

Jail Security & Patrol Procedures  
Classification of Inmates  
Restraining Devices  
Food Service & Sanitation  
Transporting of Inmates  
Inmate Release  
Emergency Procedures  
Drug Identification  
Street Gang Recognition

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### **IN ADDITION TO THE THREE UNIT TESTS LISTED ABOVE:**

You will have a “hands on” proficiency test (you will perform a task and the instructor will grade your performance) and a written test (multiple choice):

1. PPCT (Defensive Tactics) “hands-on” proficiency test - **PASS/FAIL (week 2)** - (Note: NO retest).
  2. PPCT (Defensive Tactics) written test (**week 2**) - (Note: One retest will be allowed for the PPCT written test). Minimum passing score is **80** and above.
- 

**REFER TO THE TRAINING SCHEDULE FOR TESTING DATES**

## **BASIC JAIL – TESTING POLICY**

Candidates in Basic Jail training will be given a total of *three* academic unit tests and one PPCT written test. Each of the *three* academic unit tests must be passed with a minimum score of **70 percent** before proceeding in training. The PPCT written test must be passed with a minimum score of **80 percent**.

<b>TEST</b>	<b>POSSIBLE POINTS EARNED</b>
Unit Test #1	100
Unit Test #2	100
PPCT Written Test	100
Unit Test #3	<u>100</u>
<b>TOTAL POINTS POSSIBLE</b>	<b>400</b>

In addition to the above, there will be one pass/fail “hands-on” PPCT proficiency test. A candidate must pass this proficiency test to continue training in the class.

The *Distinguished Graduate Award* is awarded to each student who attains a cumulative academic score of a least 384 points out of a possible 400 (a minimum 96% academic average) for all written tests AND passes the PPCT proficiency test.

The *Bert Friday Award* is awarded to the student in each class who attains the highest cumulative academic score (total points) for all written tests AND passes the PPCT proficiency test. Please note that a total of at least 384 points out of a possible 400 (a minimum 96% academic average) must be achieved in order to qualify for this award.

### **TESTING POLICY**

Each Basic Jail student must pass each academic unit test before progressing to the next unit of content. In the event that a student fails an academic unit test, that student will be immediately dismissed from the Academy. If the student fails the PPCT written test, he/she will be remediated and retested the day of the failure. If the student passes, he/she will continue training with the class. If the student fails, he/she will be dismissed.

Students must also pass the “hands-on” PPCT proficiency test. If the student fails this test, he/she student will be dismissed.

When a student is dismissed from the Academy, his/her agency head will make the decision whether to request that the student be allowed to return to the Academy to repeat the training and retake the test.

Any student who fails an academic unit test or a proficiency test and has been recycled into another Basic Jail class will be required to repeat all course work that comprised the test that was

## **BASIC TELECOMMUNICATIONS OPERATOR TRAINING - TESTING AREAS**

**Note:** Passing is 70 and above for both Unit tests listed below.

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### **UNIT TEST #1 – 50 ITEMS, 1 HOUR, COUNTS 100 POINTS**

Emergency Communications Overview	Diverse Communities in a Multicultural Society
State and Federal Laws	Deaf Caller TTY/TDD
Emergency Call Receiving	Customer Service Communications
Role of a Dispatcher	Criminal Gang Awareness
Interviewing, Questioning, and Listening	Drug Awareness
Written Communications and Documentation	Vulnerable Adult
Civil Liability	EMS Operations
Testifying	

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### **UNIT TEST #2 – 50 ITEMS, 1 HOUR, COUNTS 100 POINTS**

Child Callers	Stress Awareness and Management
Criminal Domestic Violence	Hazardous Materials and Terrorism Awareness
Stalking and Harassment	WMD Incidents and Communications Issues
The Mentally Ill	Fire Service Operations
Media Relations	Law Enforcement Operations
Disaster Management	Missing Persons
Suicide Intervention	

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**\* IN ADDITION TO THE TWO UNIT TESTS LISTED ABOVE:**

1. You will be responsible for NIMS (National Incident Management System) self-paced training. A certificate or confirmation of having successfully completed this course will be required.
2. At the conclusion of the Spanish training, you will be required to demonstrate proficiency through participation, homework, and quizzes.



## **BASIC TELECOMMUNICATIONS OPERATOR TRAINING - TESTING POLICY**

Each Basic Telecommunications Operator candidate must pass each unit test with a minimum score of 70 points before progressing to the next unit of content. In the event that a student fails a unit test, that student will be immediately dismissed from the Academy.

When a student is dismissed from the Academy, that agency head will make the decision whether to request that the student be allowed to return to the Academy to repeat the training and retake the test.

Any student who is dismissed for academic failure and has been recycled into another class will be required to repeat all course work that comprised the unit test that was failed. Students subject to this regulation will be recycled into the next available Basic class at the request of a sponsoring agency.

## **Appendix E**

**Failure Rates by Reading Grade Equivalency Rates in Years:**  
**Basic Law Enforcement Certification Training**

<u>Range</u>	<u>Students in Range</u>	<u>Students Failing</u>	<u>Range Failure Rate</u>
18.0 – 18.9 years	64	2	2.8% (<progressive)
17.0 – 17.9 years	74	1	1.4%
16.0 – 16.9 years	57	2	3.5%
15.0 – 16.9 years	99	6	6.0%
14.0 – 14.9 years	110	5	4.5%
13.0 – 13.9 years	93	10	10.8%
12.0 – 12.9 years	35	6	17.1%
11.0 – 11.9 years	39	10	25.6%
<u>10.0 – 10.9 years</u>	<u>45</u>	<u>8</u>	<u>17.7%</u>
9.0 - 9.9 years	49	10	41.5% <10 <sup>th</sup> - 41.5%
8.0 - 8.9 years	22	12	54.5% <9 <sup>th</sup> - 52.7%
7.0 - 7.9 years	19	10	52.6% <8 <sup>th</sup> - 52.1%
6.0 - 6.9 years	20	6	30.0% <7 <sup>th</sup> - 51.9%
5.0 - 5.9 years	12	9	75.0% <6 <sup>th</sup> - 65.6%
<u>4.0 - 4.9 years</u>	<u>20</u>	<u>12</u>	<u>60.0%</u>
Totals	763	109	14.3%

(Note: Progressive failure rates should be read as “the calculated likelihood of non-success below the indicated reading grade equivalency level based upon the test results of students testing below the 10<sup>th</sup> grade equivalency level.)



**Failure Rates by Reading Grade Equivalency Rates in Years:**  
**Basic Jail Certification Training**

<u>Range</u>	<u>Students in Range</u>	<u>Students Failing</u>	<u>Range Failure Rate</u>
18.0 – 18.9 years	19	0	0.0% (<progressive)
17.0 – 17.9 years	16	0	0.0
16.0 – 16.9 years	17	0	0.0%
15.0 – 16.9 years	28	0	0.0%
14.0 – 14.9 years	65	2	3.1%
13.0 – 13.9 years	37	1	2.7%
12.0 – 12.9 years	32	1	3.1%
11.0 – 11.9 years	54	11	20.4%
<u>10.0 – 10.9 years</u>	<u>47</u>	<u>7</u>	<u>14.9</u>
9.0 - 9.9 years	47	13	27.7% <10 <sup>th</sup> – 42.1%
8.0 - 8.9 years	22	11	50.0% < 9 <sup>th</sup> - 48.6%
7.0 - 7.9 years	25	6	24.0% < 8 <sup>th</sup> - 48.2%
6.0 - 6.9 years	23	9	39.1% < 7 <sup>th</sup> - 58.6%
5.0 - 5.9 years	10	7	71.4% < 6 <sup>th</sup> - 71.4%
<u>4.0 - 4.9 years</u>	<u>25</u>	<u>18</u>	<u>72.0%</u>
Totals	466	86	18.45%

(Note: Progressive failure rates should be read as “the calculated likelihood of non-success below the indicated reading grade equivalency level based upon the test results of students testing below the 10<sup>th</sup> grade equivalency level.)

**Failure Rates by Reading Grade Equivalency Rates in Years:**  
**Basic Telecommunications Officer Training**

<u>Range</u>	<u>Students in Range</u>	<u>Students Failing</u>	<u>Range Failure Rate</u>
18.0 – 18.9 years	14	0	0.0%
17.0 – 17.9 years	18	0	0.0%
16.0 – 16.9 years	16	0	0.0%
15.0 – 16.9 years	20	0	0.0%
14.0 – 14.9 years	29	0	0.0%
13.0 – 13.9 years	25	0	0.0%
12.0 – 12.9 years	16	0	0.0%
11.0 – 11.9 years	17	0	0.0%
<u>10.0 – 10.9 years</u>	<u>15</u>	<u>1</u>	<u>6.7%</u>
9.0 - 9.9 years	14	1	7.1%
8.0 - 8.9 years	7	0	0.0%
7.0 - 7.9 years	7	1	14.3%
6.0 - 6.9 years	5	0	0.0%
5.0 - 5.9 years	4	1	25.0%
<u>4.0 - 4.9 years</u>	<u>1</u>	<u>0</u>	<u>0.0%</u>
Totals	208	4	1.9%

(Note: Progressive failure rates were not calculated for Basic Telecommunications Officer Training as the number of non-successful students was not considered to be significant.)

## **Appendix F**



**Basic Law Enforcement Certification Training Course Topics:**  
**Flesch-Kincaid Reading Grade Levels**

<b><u>All Topics</u></b>	<b><u>Grade Level</u></b>
<i>Introduction to Criminal Law</i>	11.70
<i>Investigative Detention</i>	13.50
<i>Courts, Crimes, and Procedure</i>	10.20
<i>Probable Cause</i>	13.00
<i>Searches I</i>	13.80
<i>Searches II</i>	12.60
<i>Searches III</i>	12.20
<i>The Exclusionary Rule</i>	13.70
<i>Arrests</i>	13.00
<i>Courtroom Procedures</i>	11.30
<i>Specific Crimes I</i>	13.00
<i>Specific Crimes II</i>	13.50
<i>Ethics in Law Enforcement</i>	16.00
<i>Evidence</i>	11.90
<i>First Amendment Issues</i>	12.30
<i>Civil Liability</i>	12.30
<i>Confessions, Interrogation, and Miranda</i>	12.70
<i>Omnibus Adult Protection Act</i>	17.70
<i>Harassment and Stalking</i>	11.20
<i>CDV Statutes</i>	13.10
<i>Traffic Law</i>	13.90
<i>Civil Process</i>	11.80
Uniform Traffic Summons	8.40
Victimology	12.10
Child Abuse	11.40
Juvenile Procedures	14.40
Law Enforcement Stress Awareness	10.50
CDV Dynamics	11.10
CDV Law Enforcement Response	10.80
Physical Evidence/Crime Scene	8.80
Diverse Communities	11.80
Drug Enforcement	12.10
Tactical Communications	10.20
Tactical Communications Practical	10.70
Hazardous Materials	13.40
Basic Collision Report Writing	15.90
At-Scene Traffic Collision Inv. Basics	10.00
DUI Recognition	12.60
Radio Communications	11.10
Interviewing	9.80
Interviewing Practical	9.10

Gang Overview	9.80
Strategy of Arrest	10.60
Handling the Mentally Ill	11.90
Prisoner Control and Transport	10.10
Searching for Lost or Missing Persons	11.90
Booking Procedures	12.60
Basic Fingerprinting	10.40
Written Communications	10.20
Shooting Decisions	10.70
Basic Patrol Operations	10.80
Sexual Assault	11.50
Pedestrian Tactics	10.60
Vehicle Tactics	10.60
Crimes in Progress	10.70
Building Tactics	9.70
Disturbance Tactics	10.20
Prevention and Deterrence/Terrorist Acts	14.50
National Incident Management System (NIMS)	13.50
Drivers' Training (Emergency Vehicle Operation)	9.40
Firearms - Basic Shotgun	7.80
Firearms - Non-Lethal Course	9.90
Firearms - Revolver	7.40
Firearms - Handgun/Shotgun Drills	8.70
Firearms - Semi Automatic Pistol	6.30
Physical Education and Training	8.90
Officer Survival	6.30
DT Confrontational Situations	8.50
DT Defensive Countermeasures	9.10
DT Disarming Techniques	10.00
DT Joint Manipulations	9.50
DT Pressure Point Control	8.10
DT Straight Baton	8.70
DT Tactical Handcuffing	8.70
DT Use Of Force	9.90
DT Weapon Retention	7.70
DT Ground Defense	6.70
DT Spontaneous Knife Defense	9.80
<u>DT Chemical Agents (OC Spray)</u>	<u>8.90</u>
Average Reading Grade	11.00

(Note: Legal topics are listed in ***bold italics.***)

**Basic Jail Certification Training Course Topics:**  
**Flesch-Kincaid Grade Reading Levels**

<b><u>All Topics</u></b>	<b><u>Grade Level</u></b>
<b><i>Legals</i></b>	<b><i>12.2</i></b>
Ethics in Corrections	11.8
Searches, Security Inspections, Contraband	9.7
Stress Management	8.5
Interpersonal Communication	7.7
Booking & Admissions	10.5
Juvenile Procedures	13.7
Medical & Mental Health Issues in Jails	10.9
Report Writing	9.4
Disciplinary Procedures	10.6
Visitation	10.7
Jail Security & Patrol Procedures	12.1
Classification of Inmates	11.9
Restraining Devices	9.1
Food Service & Sanitation	10.4
Transporting of Inmates	10.1
Inmate Release	9.9
Emergency Procedures	10.5
Drug Identification	11.7
Street Gang Recognition	11.8
Diverse Communities	11.3
Basic Fingerprinting	10.3
DT Defensive Countermeasures	9
DT Joint Manipulation	8.9
DT Pressure Point Control Techniques	8.3
DT Spontaneous Knife Defense	9.8
DT Tactical Handcuffing	8.7
<b><u>DT Use of Force</u></b>	<b><u>9.9</u></b>
Average Reading Grade	10.34

(Note: Legal topics are listed in ***bold italics***.)



**Basic Telecommunications Officer Training Course Topics:**  
**Flesch-Kincaid Reading Grade Levels**

<b><u>All Topics</u></b>	<b><u>Grade Level</u></b>
Deaf Caller TTY/TDD	9.40
Emergency Call Receiving	10.50
Customer Service Communications	9.30
Role of a Dispatcher	11.90
Criminal Gang Awareness	10.40
Interviewing, Questioning, and Listening	10.50
Drug Awareness	11.10
Written Communications and Documentation	10.90
Vulnerable Adult	14.00
<b><i>Civil Liability</i></b>	<b><i>11.30</i></b>
EMS Operations	12.30
Testifying	10.00
Child Callers	11.50
Stress Awareness and Management	10.10
<b><i>Criminal Domestic Violence</i></b>	<b><i>12.40</i></b>
Hazardous Materials and Terrorism Awareness	11.50
<b><i>Stalking and Harassment</i></b>	<b><i>11.60</i></b>
WMD Incidents and Communications Issues	10.50
The Mentally Ill	11.60
Fire Service Operations	10.30
Media Relations	12.70
Law Enforcement Operations	11.50
Disaster Management	13.00
Missing Persons	8.50
Suicide Intervention	10.80
Diverse Communities	12.20
Emergency Communications Overview Enhanced 911	14.60
Tunnel Vision and Auditory Exclusion Exercise	11.60
Introduction To ICS 100	12.10
Standard Operating Procedures	12.20
<b><u>State and Federal Laws</u></b>	<b><u>15.60</u></b>
Average Reading Grade	11.48

(Note: Legal topics are listed in ***bold italics.***)

**Legal Topics By Category:**  
**Flesch-Kincaid Reading Grade Levels For Each**

Basic Law Enforcement Certification Training	12.93
Basic Jail Certification Training	12.20
Basic Telecommunication Officer Training	12.73

**Non-Legal Topics By Category:**  
**Flesch-Kincaid Reading Grade Levels For Each Are As Follows:**

Basic Law Enforcement Certification Non-Legal Topics	10.26
Basic Jail Certification Training	10.27
Basic Telecommunication Officer Training	11.30

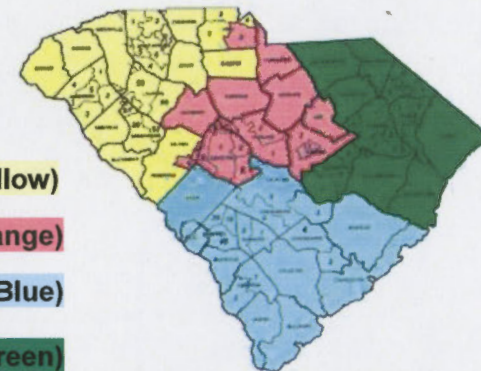
## **Appendix G**





*Making a Difference  
in South Carolina*

# Adult Education Program Directory 2010



**Region Designations:**

**Mike King - Region I (Yellow)**

**Terry Fetner - Region II (Orange)**

**Janet Thompson - Region III (Light Blue)**

**Bonnie Byrd - Region IV (Green)**

## Adult Education Directors

Title	Name	Address	City/State/Zip	Phone #	Fax #	Email Address
Abbeville AE Director	Harold Campbell	400 Greenville Street	Abbeville, S.C. 29620	864-366-5428 x1019	864-366-4831	hcampbell@acsd.k12.sc.us
Administrative Support	Deborah Ayers	400 Greenville Street	Abbeville, S.C. 29620	864-366-5427	864-366-4831	dayers@acsd.k12.sc.us
Literacy Coordinator	Deborah Ayers	400 Greenville Street	Abbeville, S.C. 29620	864-366-5427 x1047	864-366-4831	dayers@acsd.k12.sc.us
Immediate Supervisor	Ivan Randolph	400 Greenville Street	Abbeville, S.C. 29620	864-366-5427	864-366-8531	irandolph@acsd.k12.sc.us
Transition Specialist	Pam Randolph	400 Greenville Street	Abbeville, S.C. 29620	864-366-5427	864-366-4831	prandolph@acsd.k12.sc.us
LACES Entry Clerk	Kay Lewis	400 Greenville Street	Abbeville, S.C. 29620	864-366-5427	864-366-4831	klewis@acsd.k12.sc.us
Aiken AE Director	Dr. Rosa Ishmal	1000 Brookhaven Dr.	Aiken, S.C. 29803	803-641-2476	803-641-2492	rishmal@aiken.k12.sc.us
Administrative Support	Sylvia Goldman	1000 Brookhaven Dr.	Aiken, S.C. 29803	803-641-2476	803-641-2492	sgoldman@aiken.k12.sc.us
Immediate Supervisor	Dr. Cecelia Davidson	1000 Brookhaven Dr.	Aiken, S.C. 29803	803-641-2609	803-641-2700	cdavidson@aiken.k12.sc.us
Transition Specialist	Marion Gary	1000 Brookhaven Dr.	Aiken, S.C. 29803	803-641-2476	803-641-2492	mgary@aiken.k12.sc.us
LACES Entry Clerk	Kim Hynes	1000 Brookhaven Dr.	Aiken, S.C. 29803	803-641-2476	803-641-2492	khynes@aiken.k12.sc.us
Allendale AE Director	Theresa Kennedy Willa Jennings, Coordinator	Post Office Box 458 Post Office Box 458	Allendale, S.C. 29810 Allendale, S.C. 29810	803-584-3107 Ext 1401 803-584-3107 Ext 1402	803-584-7994 803-584-5303	kennedyt@acs.k12.sc.us jenningsw@acs.k12.sc.us
Administrative Support	Katrina Richardson	Post Office Box 458	Allendale, S.C. 29810	803-584-5337 or 3107 Ext 1400	803-584-7994	Richardsonk@acs.k12.sc.us
Immediate Supervisor	Dr. Ora Lee Watson	Post Office Box 458	Allendale, S.C. 29810	803-584-4603	803-584-5330	watsonono@acs.k12.sc.us
Transition Specialist	Herbert Love	Post Office Box 458	Allendale, S.C. 29810	803-584-3107	803-584-7994	LoveH@acs.k12.sc.us
LACES Entry Clerk	Katrina Richardson	Post Office Box 458	Allendale, S.C. 29810	803-584-5337 or 3107 Ext 1400	803-584-7994	Richardsonk@acs.k12.sc.us



<b>Anderson 1,2 AE Director Charan Lee 214 Lebby Street Pelzer, S.C. 29669 864-947-9311 864-947-1160 cle@andersonctc.k12.sc.us</b>						
<b>Administrative Support</b>	Carol Thrasher	214 Lebby Street	Pelzer, S.C. 29669	864-947-9311	864-947-1160	cthramer@andersonctc.k12.sc.us
<b>Immediate Supervisor</b>	Dr. Jere Kirkley	214 Lebby Street	Pelzer, S.C. 29669	864-947-9311	864-947-1160	jkirkley@andersonctc.k12.sc.us
<b>Transition Specialist</b>	Larry McCartney	214 Lebby Street	Pelzer, S.C. 29669	864-947-9311	864-947-1160	lmccartney@andersoncnc.k12.sc.us
<b>LACES Entry Clerk</b>	Carol Thrasher	214 Lebby Street	Pelzer, S.C. 29669	864-947-9311	864-947-1160	cthramer@andersoncnc.k12.sc.us
<b>Anderson 3,4,5 AE Director Richard Gaines 2005 N. Main Street Anderson, S.C. 29621 864-260-5075 864-260-5192 richardgaines@anderson5.net</b>						
<b>Administrative Support</b>	Cherry Graham	2005 N. Main Street	Anderson, S.C. 29621	864-260-5075	864-260-5192	cherrygraham@anderson5.net
<b>Immediate Supervisor</b>	Dr. Jeff Wilson	400 Pearman Dairy Road	Anderson, S.C. 29621	864-260-5000		jeffwilson@anderson5.net
<b>Transition Specialist</b>	Joanne Vickery	2005 N. Main Street	Anderson, S.C. 29621	864-260-5075	864-260-5192	vjojp@charter.net
<b>LACES Entry Clerk</b>	Rhonda Bradshaw	2005 N. Main Street	Anderson, S.C. 29621	864-231-1781	864-260-5192	rhondabradshaw@anderson5.net
<b>Intake Coordinator</b>	Stacy Knox	2005 N. Main Street	Anderson, S.C. 29621	864-260-5075	864-260-5192	
<b>Bamberg/Barnwell AE Director Joye Hallman 10984 Ellenton Street Barnwell, S.C. 29812 803-541-6021 803-541-8888 Joye2uall@earthlink.net</b>						
<b>Administrative Support</b>	Janie Hoffman	10984 Ellenton Street	Barnwell, S.C. 29812	803-541-6021	803-541-8888	
<b>Immediate Supervisor</b>	Mrs. Phyllis Schwarting	501 Faust Street	Bamberg, S.C. 29003	803-245-3053		
<b>Transition Specialist</b>	Vacant	10984 Ellenton Street	Barnwell, S.C. 29812	803-541-6021	803-541-8888	
<b>LACES Entry Clerk</b>	Grace McAlister	10984 Ellenton Street	Barnwell, S.C. 29812	803-541-6021	803-541-8888	
<b>Beaufort AE Director Dr. Juanita Murrell 2900 Mink Point Post Office Drawer 309 Beaufort, S.C. 29901 843-322-0780 843-322-0803 Juanita.murrell@beaufort.k12.sc.us</b>						
<b>Administrative Support</b>	Alicia Greene	Post Office Drawer 309	Beaufort, S.C. 29901	843-322-0781	843-322-0803	Alicia.greene@beaufort.k12.sc.us
<b>Immediate Supervisor</b>	Cynthia Hayes	Post Office Drawer 309	Beaufort, S.C. 29901	843-322-5431	843-322-0803	Cynthia.hayes@beaufort.k12.sc.us
<b>Transition Specialist</b>	Keir Vignale	Post Office Drawer 309	Beaufort, S.C. 29901	843-322-0731	843-322-0803	Keirstan.vignale@beaufort.k12.sc.us
<b>LACES Entry Clerk</b>	Alfreda Morrison	Post Office Drawer 309	Beaufort, S.C. 29901	843-322-0791	843-322-0803	Alfreda.morrison@beaufort.k12.sc.us
<b>Berkeley AE Director Dr. Lillie Caldwell 107 East Main Street Moncks Corner, S.C. 29461 843-899-8703 843-899-8764 caldwell@berkeley.k12.sc.us</b>						
<b>Administrative Support</b>	Cathy Rutledge	107 East Main Street	Moncks Corner, S.C. 29461	843-899-8690	843-899-8764	Cathyrutledge@berkeley.k12.sc.us
<b>Immediate Supervisor</b>	Archie Franchini	Post Office Box 608	Moncks Corner, S.C. 29461	843-899-8719	843-899-8790	FranchiniA@berkeley.sc.us
<b>Transition Specialist</b>	Elijah Haynes Mary A nn Yeadon	107 E. Main Street	Moncks Corner, S.C. 29461	843-899-8680 843-899-8784	843-899-8764	HaynesE@berkeley.k12.sc.us
<b>LACES Entry Clerk</b>	Linda Miles	107 E. Main Street	Moncks Corner, S.C. 29461	843-899-8560	843-899-8764	lindamiles@berkeley.k12.sc.us



<b>Charleston AE Director</b>	<b>Susan Friedrich</b>	<b>75 Calhoun Street</b>	<b>Charleston, S.C. 29401</b>	<b>843-937-6325</b>	<b>843-937-0059</b>	<b>susan_friedrich@charleston.k12.sc.us</b>
<b>Administrative Support</b>	Sharlene Smalls	75 Calhoun Street	Charleston, S.C. 29401	843-937-6407	843-937-0059	Sharlene_smalls@charleston.k12.sc.us
<b>Immediate Supervisor</b>	Dr. Doug Gepford	75 Calhoun Street	Charleston, S.C. 29401	843-937-6571		doug_gepford@charleston.k12.sc.us
<b>Transition Specialist</b>	Gary Crossley	75 Calhoun Street	Charleston, S.C. 29401	843-452-4121	843-937-0059	lovetoworkorg@yahoo.com
<b>LACES Entry Clerk</b>	Joni Kunkel	314 Arbor Oaks Drive	Summerville, S.C. 29485	843-871-7366		jkunkel@sc.rr.com
<b>Cherokee AE Director</b>	<b>Lisa Hannon</b>	<b>243 Allison Drive</b>	<b>Gaffney, S.C. 29340</b>	<b>864-206-6993</b>	<b>864-487-1238</b>	<b>Lisa.hannon@gw.cherokee1.k12.sc.us</b>
<b>Administrative Support</b>	Nancy Jo Sellars	243 Allison Drive	Gaffney, S.C. 29340	864-487-7152	864-487-1238	nancyjo.sellars@gw.cherokee1.k12.sc.us
<b>Immediate Supervisor</b>	Dr. Linda Sellars	Post Office Box 460	Gaffney, S.C. 29340	864-902-3500	864-902-3581	Linda.sellars@gw.cherokee1.k12.sc.us
<b>Transition Specialist</b>	Suzy George	243 Allison Drive	Gaffney, S.C. 29340	864-487-7152	864-487-1238	Suzy.george@gw.cherokee1.k12.sc.us
<b>LACES Entry Clerk</b>	Evelyn Millwood	243 Allison Drive	Gaffney, S.C. 29340	864-487-7152	864-487-1238	Evelyn.millwood@gw.cherokee1.k12.sc.us
<b>Chesterfield AE Director</b>	<b>Freida Ellerbe</b>	<b>Post Office Box 271</b>	<b>Cheraw, S.C. 29520</b>	<b>843-921-1040</b>	<b>843-921-1045</b>	<b>fellerbe@chesterfield.k12.sc.us</b>
<b>Administrative Support</b>	Elvia Grooms	316 Front Street	Cheraw, S.C. 29520	843-921-1040	843-921-1045	egrooms@chesterfield.k12.sc.us
<b>Immediate Supervisor</b>	Dr. John Williams	401 West Blvd.	Chesterfield, S.C. 29709	843-623-2175	843-623-3535	jwilliams@chesterfield.k12.sc.us
<b>Transition Specialist</b>	Anita Gordon	316 Front Street	Cheraw, S.C. 29520	843-921-1040	843-921-1045	Anitadgordon2@yahoo.com
<b>LACES Entry Clerk</b>	Annette Bridges	316 Front Street	Cheraw, S.C. 29520	843-921-1040	843-921-1045	abridges@chesterfield.k12.sc.us
<b>Clarendon AE Director</b>	<b>Dr. Julie Griffin</b>	<b>Post Office Box 1249 3351 Sumter Highway</b>	<b>Manning, S.C. 29102</b>	<b>803-473-2531</b>	<b>803-473-4320</b>	<b>griffinjg@cctech.edu</b>
<b>Administrative Support</b>	Marian Evans	Post Office Box 1249	Manning, S.C. 29102	803-473-2531	803-473-4320	evansmw@cctech.edu
<b>Immediate Supervisor</b>	Mr. John Roveri	Post Office Box 1249	Manning, S.C. 29102	803-473-2531	803-473-4320	roverijj@cctech.edu
<b>Transition Specialist</b>	Ann Cutter	Post Office Box 1249	Manning, S.C. 29102	803-473-2531	803-473-4320	cutterak@cctech.edu
<b>LACES Entry Clerk</b>	Marian Evans	Post Office Box 1249	Manning, S.C. 29102	803-473-2531	803-473-4320	evansmw@cctech.edu
<b>Colleton AE Director</b>	<b>Lynn Jones</b>	<b>609 Colleton Loop</b>	<b>Walterboro, S.C. 29488</b>	<b>843-542-2973</b>	<b>843-549-6285</b>	<b>ljones@mail.colleton.k12.sc.us</b>
<b>Administrative Support</b>	Ginger Armentrout	609 Colleton Loop	Walterboro, S.C. 29488	843-542-2973	843-549-6285	garmentrout@mail.colleton.k12.sc.us
<b>Immediate Supervisor</b>	William C. Dixon	Post Office Box 290 213 N. Jefferies Blvd.	Walterboro, S.C. 29488	843-549-5420	843-549-5149	@mail.colleton.k12.sc.us
<b>Transition Specialist</b>	Delores Crosby	609 Colleton Loop	Walterboro, S.C. 29488	843-542-2973	843-549-6285	dcrosby@mail.colleton.k12.sc.us
<b>LACES Entry Clerk</b>	Donna Pinckney	609 Colleton Loop	Walterboro, S.C. 29488	843-542-2973	843-549-6285	dpinckney@colletonsd.org
<b>Darlington AE Director</b>	<b>Portia McJunkin</b>	<b>100 Magnolia Street</b>	<b>Darlington, S.C. 29532</b>	<b>843-398-2856</b>	<b>843-395-8944</b>	<b>portiam@darlington.k12.sc.us</b>
<b>Administrative Support</b>	Gloria Chapman	100 Magnolia Street	Darlington, S.C. 29532	843-398-2856	843-395-8944	gloriac@darlington.k12.sc.us
<b>Immediate Supervisor</b>	Dr. Bill Boyd	PO Box 1117	Darlington, S.C. 29540	843-398-2269		willieb@darlington.k12.sc.us
<b>Transition Specialist</b>	Anne Sprayberry	100 Magnolia Street	Darlington, S.C. 29532	843-398-2856	843-395-8944	AnneSpr@darlington.k12.sc.us
<b>LACES Entry Clerk</b>	Connie Woodward	100 Magnolia Street	Darlington, S.C. 29532	843-398-2856	843-395-8944	conniew@darlington.k12.sc.us



<b>Dillon AE Director</b>	Brooksie Singleton	214 W. Main Street	Dillon, S.C. 29536	843-774-1218	843-841-3682	SingleB@Dillon2.k12.sc.us
<b>Administrative Support</b>	Annette Monahan	214 W. Main Street	Dillon, S.C. 29536	843-774-1218	843-841-3682	monahana@Dillon2.k12.sc.us
<b>Immediate Supervisor</b>	Ray Rogers Superintendent	405 W. Washington Street	Dillon, S.C. 29536	843-774-1200		
<b>Transition Specialist</b>	Miranda Manning	214 W. Main Street	Dillon, S.C. 29536	843-774-1222	843-841-3682	manningm@dillon2.k12.sc.us
<b>LACES Entry Clerk</b>	Annette Monahan	214 W. Main Street	Dillon, S.C. 29536	843-774-1218	843-841-3682	monahana@dillon2.k12.sc.us
<b>Dorchester AE Director</b>	Julle Anne Kornahrens	1325-A Boone Hill Road	Summerville, S.C. 29483	843-873-7372	843-821-3982	jkornahrens@dorchester2.k12.sc.us
<b>Administrative Support</b>	Shelly Baker	1325-A Boone Hill Road	Summerville, S.C. 29483	843-873-7372	843-821-3982	sbaker@dorchester2.k12.sc.us
<b>Immediate Supervisor</b>	Dr. Joseph R. Pye	102 Green Wave Blvd.	Summerville, S.C. 29483	843-873-2901	843-821-3959	jpye@dorchester2.k12.sc.us
<b>Transition Specialist</b>	Tonya Hall	1325-A Boone Hill Road	Summerville, S.C. 29483	843-873-7372	843-821-3982	thall@dorchester2.k12.sc.us
<b>LACES Entry Clerk</b>	Debbie Clayton	1325-A Boone Hill Road	Summerville, S.C. 29483	843-873-2573	843-821-3982	summervilledeb@sc.rr.com
<b>Edgefield/Saluda AE Director</b>	Evergrace Jackson	Post Office Box 608	Edgefield, S.C. 29824	803-275-1788 X24	803-275-5789	ejackson@edgefield.k12.sc.us
	Joyce Rushton Jones, Coordinator	401 N. Calhoun Street 404 N. Wise Road (Mailing Address)	Saluda, S.C. 29138	864-445-3346	864-445-3346	jjones@saluda.k12.sc.us
<b>Administrative Support</b>	Stephanie Williams	Post Office Box 608	Edgefield, S.C. 29824	803-275-1788 X23	803-275-5789	sdwilliams@edgefield.k12.sc.us
<b>Immediate Supervisor</b>	Mrs. Diane Murrell	Post Office Box 608	Edgefield, S.C. 29824	803-275-4601	803-275-5789	dmurrell@edgefield.k12.sc.us
<b>Transition Specialist</b>		Post Office Box 608	Edgefield, S.C. 29824	803-275-1788 X24	803-275-5789	
<b>LACES Entry Clerk</b>	Stephanie Williams	Post Office Box 608	Edgefield, S.C. 29824	803-275-1788 X23	803-275-5789	sdwilliams@edgefield.k12.sc.us
<b>Fairfield AE Director</b>	Dr. Marylin Frederick	Post Office Drawer 622 542 Fairfield Street	Winnsboro, S.C. 29180	803-635-7823	803-635-3241	mfrederick@fairfield.k12.sc.us
<b>Administrative Support</b>	Shirley Armstrong	Post Office Drawer 622	Winnsboro, S.C. 29180	803-635-7823	803-635-3241	sarmstrong@fairfield.k12.sc.us
<b>Immediate Supervisor</b>	Marie Milam	Post Office Drawer 622	Winnsboro, S.C. 29180	803-635-4859	803-635-5835	mmilam@fairfield.k12.sc.us
<b>Transition Specialist</b>	Sondra Pearson	Post Office Drawer 622	Winnsboro, S.C. 29180	803-635-7823		spearson@fairfield.k12.sc.us
<b>LACES Entry Clerk</b>	Sondra Pearson	Post Office Drawer 622	Winnsboro, S.C. 29180	803-635-7823		spearson@fairfield.k12.sc.us
<b>Florence 1,4,5 AE Director</b>	Til Freeman	301 S. Dargan Street	Florence, S.C. 29506	843-664-8152	843-664-8155	tfreeman@fsd1.org
<b>Administrative Support</b>	Pam Rabon	301 S. Dargan Street	Florence, S.C. 29506	843-664-8152 x44	843-664-8155	Pamela.S.Rabon@fsd1.org
<b>Immediate Supervisor</b>	Randy Koon	306 S. Dargan Street	Florence, S.C. 29506	843-673-1125	843-629-3293	rkoon@fsd1.org
<b>Transition Specialist</b>	Latosha Goodson	301 S. Dargan Street	Florence, S.C. 29056	843-664-8152 X13	843-664-8155	lgoodson@fsd1.org
<b>LACES Entry Clerk</b>	Cindy Hatfield	301 S. Dargan Street	Florence, S.C. 29506	843-664-8152 x30	843-664-8155	chatfield@fsd1.org



<b>Florence 2 &amp; 3 AE Director</b>	<b>Dr. Mark Evans</b>	<b>209 Graham Road P. O. Drawer 1389</b>	<b>Lake City, S.C. 29560</b>	<b>843-374-5517</b>	<b>843-374-8240</b>	<b>mevans@florence3.k12.sc.us</b>
<b>Administrative Support</b>	Marie Frick	209 Graham Road	Lake City, S.C. 29560	843-374-5517	843-374-8240	mfrick@florence3.k12.sc.us
<b>Immediate Supervisor</b>	Beth M. Wright	P. O. Drawer 1389	Lake City, S.C. 29560	843-374-5517	843-374-8240	bwright@florence3.k12.sc.us
<b>Transition Specialist</b>	Elizabeth Whaley	P. O. Drawer 1389	Lake City, S.C. 29560	843-374-5517	843-374-8240	ewhaley@florence3.k12.sc.us
<b>LACES Entry Clerk</b>	Marie Frick	209 Graham Road	Lake City, S.C. 29560	843-374-5517	843-374-8240	mfrick@florence3.k12.sc.us
<b>Georgetown AE Director</b>	<b>Jim Ferdon</b>	<b>500 S. Kaminski Street</b>	<b>Georgetown, S.C. 29440</b>	<b>843-546-0219</b>	<b>843-527-0236</b>	<b>jferdon@gcsd.k12.sc.us</b>
<b>Administrative Bookkeeper</b>	Patricia Avant	500 S. Kaminski Street	Georgetown, S.C. 29440	843-546-0219	843-527-0236	pavant@gcsd.k12.sc.us
<b>Immediate Supervisor</b>	H. Randall Dozier	2018 Church Street	Georgetown, S.C. 29440	843-436-7175	843-436-7171	rdozier@gcsd.k12.sc.us
<b>Transition Specialist</b>	Calette Smith	500 S. Kaminski Street	Georgetown, S.C. 29440	843-546-0219	843-527-0236	cwsmith@gcsd.k12.sc.us
<b>LACES Entry Clerk</b>	Donna Washington	500 S. Kaminski Street	Georgetown, S.C. 29440	843-546-0219	843-527-0236	dWASHINGTON@gcsd.k12.sc.us
<b>Greenville AE Director</b>	<b>Dr. Chuck W. Welch</b>	<b>Sullivan Center 206 Wilkins Street</b>	<b>Greenville, S.C. 29605</b>	<b>864-355-6088</b>	<b>864-355-6078</b>	<b>cwelch@greenville.k12.sc.us</b>
<b>Administrative Support</b>	Mary Pool	206 Wilkins Street	Greenville, S.C. 29605	864-355-6089	864-355-6077	mpool@greenville.k12.sc.us
<b>Immediate Supervisor</b>	Alex Martin	Post Office Box 2848	Greenville, S.C. 29602	864-355-1091	864-355-9145	amartin@greenville.k12.sc.us
<b>Transition Specialist</b>	Guy Davis	206 Wilkins Street	Greenville, S.C. 29605	864-355-5198	864-355-6077	gwdavis@greenville.k12.sc.us
<b>LACES Entry Clerk</b>	Ruth Meyer	206 Wilkins Street	Greenville, S.C. 29605	864-355-6096	864-355-6078	rmeyer@greenville.k12.sc.us
<b>Greenwood AE Director</b>	<b>Belinda Dorn Turner</b>	<b>Genesis Education Center 400 Glenwood St POB 248 (mailing address)</b>	<b>Greenwood, S.C. 29649 Greenwood, S.C. 29648</b>	<b>864-941-5449</b>	<b>864-941-3357</b>	<b>turnerbd@gwd50.org</b>
<b>Administrative Support</b>	Alice Ryans	Genesis Education Center 400 Glenwood St./POB 248	Greenwood, S.C. 29649	864-941-5450	864-941-3357	ryansa@gwd50.org
<b>Immediate Supervisor</b>	Pat Ross	Greenwood School Dist #50 POB 248	Greenwood, S.C. 29649	864-941-5400	864-388-2420	RossP@gwd50.org
<b>Transition Specialist</b>	Danielle Borders	Genesis Education Center 400 Glenwood St./POB 248	Greenwood, S.C. 29649	864-941-5450	864-941-3357	BordersD@gwd50.org
<b>LACES Entry Clerk</b>	Alice Ryans	Genesis Education Center 400 Glenwood St./POB 248	Greenwood, S.C. 29649	864-941-5450	864-941-3357	ryansa@gwd50.org
<b>Hampton/Jasper AE Director</b>	<b>LaSonya Bryson-Murdaugh</b>	<b>Post Office Box 177</b>	<b>Hampton, S.C. 29924</b>	<b>803-943-4717</b>	<b>803-943-0433</b>	<b>lmurdaugh@hampton1.k12.sc.us</b>
<b>Administrative Support</b>	Barbara Boles	Post Office Box 177	Hampton, S.C. 29924	803-943-4717	803-943-0433	Barbee_97@yahoo.com
<b>Immediate Supervisor</b>	Toreacher Dobson	Post Office Box 177	Hampton, S.C. 29924	803-943-4576	803-943-5943	tdobson@hampton1.k12.sc.us
<b>Transition Specialist</b>	Kenneth Johnson	Post Office Box 177	Hampton, S.C. 29924	803-632-1201	803-943-0433	Kennethjohnson43@hotmail.com
<b>LACES Entry Clerk</b>	Barbara Boles	Post Office Box 177	Hampton, S.C. 29924	803-943-4717	803-943-0433	Barbee_97@yahoo.com



<b>Horry AE Director</b>	<b>Dr. Virginia Simmons</b>	<b>1620 Sherwood Drive</b>	<b>Conway, S.C. 29526</b>	<b>843-488-6200</b>	<b>843-488-6201</b>	<b>vsimmons@horrycountyschools.net</b>
<b>Administrative Support</b>	Sharon Rabon	1620 Sherwood Drive	Conway, S.C. 29526	843-488-6200	843-488-6201	Srabon001@horrycountyschools.net
<b>Immediate Supervisor</b>	Carolyn Chestnut	Post Office Box 260005	Conway, S.C. 29526	843-488-6700	843-488-6722	cchestnut@horrycountyschools.net
<b>Transition Specialist</b>	Tony Kroll	1620 Sherwood Drive	Conway, S.C. 29526	843-488-6200	843-488-6201	tkroll@horrycountyschools.net
<b>LACES Entry Clerk</b>	Deborah McAdoo	3101 Oak Street	Myrtle Beach, S.C. 29577	843-839-5400	843-488-6201	dmcadoo@horrycountyschools.net
<b>Kershaw AE Director</b>	<b>Dr. Carolyn Ham</b>	<b>874 Vocational Lane</b>	<b>Camden, S.C. 29020</b>	<b>803-425-8980</b>	<b>803-425-8988</b>	<b>Carolyn.ham@kcsdschools.net</b>
<b>Administrative Support</b>	Teresia Hayes Darla Schoolfield	874 Vocational Lane 874 Vocational Lane	Camden, S.C. 29020 Camden, S.C. 29020	803-425-8980 803-425-8980	803-425-8988 803-425-8988	Hayest@kcsd.k12.sc.us schoolfieldd@kcsd.k12.sc.us
<b>Immediate Supervisor</b>	Dr. Agnes Slayman	1301 DuBose Court	Camden, S.C. 29020	803-432-8416	803-425-8919	slaymana@kcsd.k12.sc.us
<b>Transition Specialist</b>	Connie Sheorn	874 Vocational Lane	Camden, S.C. 29020	803-424-2842	803-424-2852	Connie.sheorn@kcsdschools.net
<b>LACES Entry Clerk</b>	Teresia Hayes	874 Vocational Lane	Camden, S.C. 29020	803-425-8980	803-425-8988	Hayest@kcsd.k12.sc.us
<b>Lancaster AE Director</b>	<b>Jim Howey</b>	<b>610 East Meeting Street</b>	<b>Lancaster, S.C. 29720</b>	<b>803-416-8902</b>	<b>803-285-9281</b>	<b>jhowey@lcsd.k12.sc.us</b>
<b>Administrative Support</b>	Kay Atkinson	610 East Meeting Street	Lancaster, S.C. 29720	803-416-8899	803-285-9281	katkinson@lcsd.k12.sc.us
<b>Immediate Supervisor</b>	Patricia Robinson	Post Office Box 130	Lancaster, S.C. 29721	803-416-8825	803-286-4865	pgilliam@lcsd.k12.sc.us
<b>Transition Specialist</b>	Susan Clemmer	610 E. Meeting Street	Lancaster, S.C. 29720	803-416-8926	803-285-9281	sclemmer@lcsd.k12.sc.us
<b>LACES Entry Clerk</b>	April Faulkenberry	610 E. Meeting Street	Lancaster, S.C. 29720	803-416-8905	803-285-9281	afaulken@lcsd.k12.sc.us
<b>Laurens AE Director</b>	<b>Dr. Ken Alexander</b>	<b>663 Medical Ridge Road</b>	<b>Clinton, S.C. 29325</b>	<b>864-938-1524</b>	<b>864-938-1525</b>	<b>kalexander@laurens55.k12.sc.us</b>
<b>Administrative Support</b>	Cheryl Speed	663 Medical Ridge Road	Clinton, S.C. 29325	864-938-1524	864-938-1525	cspeed@laurens55.k12.sc.us
<b>Immediate Supervisor</b>	Dr. Billy Strickland	1029 West Main	Laurens, S.C. 29360	864-984-3568	864-984-8118	@laurens55.k12.sc.us
<b>Transition Specialist</b>	Helen Short	663 Medical Ridge Road	Clinton, S.C. 29325	864-938-1524	864-938-1525	hshort@laurens55.k12.sc.us
<b>LACES Entry Clerk</b>	Andrea Creasy	663 Medical Ridge Road	Clinton, S.C. 29325	864-938-1524	864-938-1525	acreasy@laurens55.k12.sc.us
<b>Lexington 1 AE Director</b>	<b>Myles Newman</b>	<b>2421 Augusta Highway</b>	<b>Lexington, S.C. 29072</b>	<b>803-821-2950</b>	<b>803-821-2960</b>	<b>Mnewman@lexington1.net</b>
<b>Administrative Support</b>	Karen Elliott	2421 Augusta Highway	Lexington, S.C. 29072	803-821-2952	803-821-2960	kpelliott@lexington1.net
<b>Immediate Supervisor</b>	Ken Lake	2421 Augusta Highway	Lexington, S.C. 29072	803-821-3000	803-821-3003	klake@lexington1.net
<b>Transition Specialist</b>	Barbara Jeffcoat	2421 Augusta Highway	Lexington, S.C. 29072	803-821-2953	803-821-2960	bjeffcoat@lexington1.net
<b>LACES Entry Clerk</b>	Karen Elliott	2421 Augusta Highway	Lexington, S.C. 29072	803-821-2952	803-821-2960	kpelliott@lexington1.net



<b>Lexington 2 &amp; 4 AE Director</b>	<b>Dr. Mary Collins Christy Henderson, Coordinator Gregg Riley, Coord.</b>	<b>Granby Education Center 1407 Dunbar Road  297 N. Lawrence Avenue Lex. Dist. 4, 607 E. 5<sup>th</sup> St.</b>	<b>Cayce, S.C. 29033 Cayce, S.C. 29033  Swansea, SC 29160</b>	<b>803-739-4185 803-739-4048  803-568-1028</b>	<b>803-926-5744 803-926-5744  803-568-1028</b>	<b>mcollins@lex2.org christyh@lex2.org  griley@lexington4.net</b>
<b>Administrative Support Coordinator</b>	Christy Henderson	1407 Dunbar Road	Cayce, S.C. 29033	803-739-4048	803-926-5744	christyh@lex2.org
<b>Immediate Supervisor</b>	Dr. Venus Holland	715 Ninth Street	West Columbia, S.C. 29169	803-739-8399		
<b>Transition Specialist</b>	Kathy Mixson	1407 Dunbar Road	Cayce, S.C. 29033	803-739-4048	803-926-5744	kmixson@lex2.org
<b>LACES Entry Clerk</b>	Becky Dangerfield	1407 Dunbar Road	Cayce, S.C. 29033	803-739-4048	803-926-5744	beckyd@lex2.org
<b>Lexington 3 AE Director</b>	<b>Frances Bouknight Geena Copeland, Coord.</b>	<b>101 West Columbia Ave.</b>	<b>Batesburg-Leesville, S.C. 29006</b>	<b>803-532-1742</b>	<b>803-532-1012</b>	<b>fbouknight@lex3.k12.sc.us</b>
<b>Administrative Support</b>	Geena Copeland	101 West Columbia Avenue	Batesburg-Leesville, S.C. 29006	803-532-2141	803-532-1012	gcopeland@lex3.k12.sc.us
<b>Immediate Supervisor</b>	Mr. Tom Sparks	338 West Columbia Avenue	Batesburg-Leesville, S.C. 29006			
<b>Transition Specialist</b>	Geena Copeland	101 West Columbia Avenue	Batesburg-Leesville, S.C. 29006	803-532-2141	803-532-1012	gcopeland@lex3.k12.sc.us
<b>LACES Entry Clerk</b>	Kim Duvall	101 West Columbia Avenue	Batesburg-Leesville, S.C. 29006	803-532-2141	803-532-1012	kduvall@lex3.k12.sc.us
<b>Lexington 5 AE Director</b>	<b>Vicky Horne</b>	<b>6745 St. Andrews Road</b>	<b>Columbia, S.C. 29212</b>	<b>803-476-8229</b>	<b>803-476-8201</b>	<b>vhorne@lex5.k12.sc.us</b>
<b>Administrative Support</b>	TBA	6745 St. Andrews Road	Columbia, S.C. 29212	803-476-8231	803-476-8201	@lex5.k12.sc.us
<b>Immediate Supervisor</b>	Helen Anderson	1020 Dutch Fork Road	Irmo, S.C. 29063	803-476-8000		lex5.k12.sc.us
<b>Transition Specialist</b>	Jessica Jones	6745 St. Andrews Road	Columbia, S.C. 29212	803-476-8232	803-476-8201	jnjones@lex5.k12.sc.us
<b>LACES Entry Clerk</b>	Becky Dangerfield	6745 St. Andrews Road	Columbia, S.C. 29212	803-476-8230	803-476-8201	bdangerf@lex5.k12.sc.us
<b>Marion AE Director</b>	<b>Candyce Brooks, Coordinator</b>	<b>Post Office Box 716</b>	<b>Marion, S.C. 29571</b>	<b>843-423-2591</b>	<b>843-431-5425</b>	<b>Brooks.marion@gmail.com</b>
<b>Administrative Support</b>	Alanda Crawford	Post Office Box 716	Marion, S.C. 29571	843-423-2591	843-431-5425	AlandaCrawford@yahoo.com
<b>Immediate Supervisor</b>	Dr. Steve W. Quick	Post Office Box 84	Marion, S.C. 29571	843-423-8395	843-423-8219	swquick@yahoo.com
<b>Transition Specialist</b>	Janice Smith	Post Office Box 716	Marion, S.C. 29571	843-423-2591	843-431-5425	
<b>LACES Entry Clerk</b>	Pamela C. Alston	Post Office Box 716	Marion, S.C. 29571	843-423-2591	843-431-5425	pcalston@gmail.com
<b>Marlboro AE Director</b>	<b>Herbert H. Gould</b>	<b>215 Broad Street</b>	<b>Bennettsville, S.C. 29512</b>	<b>843-479-5923</b>	<b>843-479-4772</b>	<b>hgould@marlboro.k12.sc.us</b>
<b>Administrative Support</b>	Linda Harrington	215 Broad Street	Bennettsville, S.C. 29512	843-479-5923	843-479-4772	lharrington@marlboro.k12.sc.us
<b>Immediate Supervisor</b>	Alisa Goodman	Post Office Box 947	Bennettsville, S.C. 29512	843-479-4016	843-479-5944	agoodman@marlboro.k12.sc.us
<b>Transition Specialist</b>	Robert Johnson	215 Broad Street	Bennettsville, S.C. 29512	843-479-5923	843-479-4772	rjohnson@marlboro.k12.sc.us
<b>LACES Entry Clerk</b>	Sharon Quick	215 Broad Street	Bennettsville, S.C. 29512	843-479-5923	843-479-4772	squick@marlboro.k12.sc.us



<b>McCormick AE Director</b>	<b>Mamie Banks</b>	<b>615-A Clayton Street</b>	<b>McCormick, S.C. 29835</b>	<b>864-852-2058</b>	<b>864-852-3233</b>	<b>banks@mccormick.k12.sc.us</b>
<b>Administrative Support</b>	Linda J. Anderson	615-A Clayton Street	McCormick, S.C. 29835	864-852-2058	864-852-3233	andersonl@mccormick.k12.sc.us
<b>Immediate Supervisor</b>	Kelly Cox	821 N. Mine Street	McCormick, S.C. 29835	864-852-2435	864-852-2883	coxek@mccormick.k12.sc.us
<b>Transition Specialist</b>	Eleanor Moss-Gilchrist	615-A Clayton Street	McCormick, S.C. 29835	864-852-2058	864-852-3233	gilchriste@mccormick.k12.sc.us
<b>LACES Entry Clerk</b>	Linda Anderson	615-A Clayton Street	McCormick, S.C. 29835	864-852-2058	864-852-3233	Andersonl@mccormick.k12.sc.us
<b>Newberry AE Director</b>	<b>David Green</b>	<b>591 McSwain Street</b>	<b>Newberry, S.C. 29108</b>	<b>803-321-2112</b>	<b>803-321-2186</b>	<b>dgreen@newberry.k12.sc.us</b>
<b>Administrative Support</b>	Linda Branham	591 McSwain Street	Newberry, S.C. 29108	803-321-2112	803-321-2186	lbranham@newberry.k12.sc.us
<b>Immediate Supervisor</b>	Dr. Cynthia Downs	1539 Martin Street	Newberry, S.C. 29108	803-321-2600	803-321-2013	drcdowns@newberry.k12.sc.us
<b>Transition Specialist</b>	Nancy Cuervo	591 McSwain Street	Newberry, S.C. 29108	803-321-2112	803-321-2186	ncuervo@newberry.k12.sc.us
<b>LACES Entry Clerk</b>	Linda Branham	591 McSwain Street	Newberry, S.C. 29108	803-321-2112	803-321-2186	lbranham@newberry.k12.sc.us
<b>Oconee AE Director</b>	<b>Steve Willis</b>	<b>315 Holland Avenue</b>	<b>Seneca, S.C. 29678</b>	<b>864-886-4429</b>	<b>864-886-4430</b>	<b>swillis@oconee.k12.sc.us</b>
<b>Administrative Support</b>	Jean Rice	615 North Townville St.	Seneca, S.C. 29678	864-886-4429	864-886-4430	jrice@oconee.k12.sc.us
<b>Immediate Supervisor</b>	Dr. Mike Lucas	414 South Pine Street	Walhalla, S.C. 29691	864-886-4500	864-886-4408	mlucas@oconee.k12.sc.us
<b>Transition Specialist</b>	Lisa Geddings	615 North Townville St.	Seneca, S.C. 29678	864-886-4429	864-886-4430	lgeddings@oconee.k12.sc.us
<b>LACES Entry Clerk</b>	Barbara Chapman	615 North Townville St.	Seneca, S.C. 29678	864-886-4429	864-886-4430	bchapman@oconee.k12.sc.us
<b>Orangeburg/Calhoun AE Director</b>	<b>Dr. Renee M. Ritter</b>	<b>OC Technical College Building C, Room 120 3250 St. Matthews Rd.</b>	<b>Orangeburg, S.C. 29118</b>	<b>803-268-2533 803-535-1321</b>	<b>803-268-2535</b>	<b>RitterRM@octech.edu</b>
<b>Administrative Support</b>	Victoria Jenkins	OC Tech Building C 3250 St. Matthews Road	Orangeburg, S.C. 29118	803-535-1321	803-268-2535	jenkinsv@octech.edu
<b>Immediate Supervisor</b>	Donna Elmore	OC Tech Building C 3250 St. Matthews Road	Orangeburg, S.C. 29118	803-535-1374	803-533-1388	elmored@octech.edu
<b>Transition Specialist</b>	Dr. Linda Lee	OC Tech Building C 3250 St. Matthews Road	Orangeburg, S.C. 29118	803-535-1321	803-268-2535	leel@octech.edu
<b>LACES Entry Clerk</b>	Victoria Jenkins	OC Tech Building C 3250 St. Matthews Road	Orangeburg, S.C. 29118	803-535-1321	803-268-2535	jenkinsv@octech.edu
<b>Pickens AE Director</b>	<b>Dr. Mary A. Gaston</b>	<b>106 Glazner Street</b>	<b>Easley, S.C. 29640</b>	<b>864-855-8198</b>	<b>864-850-8116</b>	<b>Marygaston@pickens.k12.sc.us</b>
<b>Administrative Support</b>	Hattie Williams	106 Glazner Street	Easley, S.C. 29640	864-855-8198	864-850-8116	hattiewilliams@pickens.k12.sc.us
<b>Immediate Supervisor</b>	Dr. Henry H. Hunt	1348 Griffin Mill Road	Easley, S.C. 29640	864-855-8150	864-855-8159	henryhunt@pickens.k12.sc.us
<b>Transition Specialist</b>	Linda Black	106 Glazner Street	Easley, S.C. 29640	864-855-8198	864-850-8116	lindablack@pickens.k12.sc.us
<b>LACES Entry Clerk</b>	Hattie Williams Lisa Eickholt	106 Glazner Street	Easley, S.C. 29640	864-855-8198	864-850-8116	hattiewilliams@pickens.k12.sc.us lisaekholt@pickens.k12.sc.us
<b>Intake Coordinator</b>	Susan Gibson	106 Glazner Street	Easley, S.C. 29640	864-855-8198	864-850-8116	susangibson@pickens.k12.sc.us



<b>Richland 1 AE Director</b>	<b>Ericka Hursey</b>	<b>2612 Covenant Road</b>	<b>Columbia, S.C. 29204</b>	<b>803-343-2939</b>	<b>803-212-1453</b>	<b>ehursey@richlandone.org</b>
<b>Administrative Support</b>	Tangee McNeil	2612 Covenant Road	Columbia, S.C. 29204	803-343-2939	803-212-1453	lmcneil@richlandone.org
<b>Coordinator</b>	Lisa Walner	2612 Covenant Road	Columbia, S.C. 29204	803-929-3966	803-212-1453	lwalner@richlandone.org
<b>Immediate Supervisor</b>	Faye Houston	1225 Oak Street	Columbia, S.C. 29204	803-231-6744	803-231-6758	fhouston@richlandone.org
<b>Transition Specialist</b>	Sue Cirillo-Baily	2612 Covenant Road	Columbia, S.C. 29204	803-212-1456	803-212-1453	scirillo@richlandone.org
<b>LACES Entry Clerk</b>	Abreian Myers	2612 Covenant Road	Columbia, S.C. 29204	803-929-3864	803-212-1453	amyers@richlandone.org
<b>Richland 2 AE Director</b>	<b>Curtis Watson</b>	<b>750 Old Clemson Road</b>	<b>Columbia, S.C. 29229</b>	<b>803-736-8787 x303</b>	<b>803-736-8785</b>	<b>cwatson@richland2.org</b>
<b>Administrative Support</b>	Alice Leeper	750 Old Clemson Road	Columbia, S.C. 29223	803-736-8787	803-736-8785	aleeper@richland2.org
<b>Immediate Supervisor</b>	Dr. Cheryl Washington	6831 Brookfield Road	Columbia, S.C. 29206	803-738-3208		cwashington@richland2.org
<b>Transition Specialist</b>	Loretta Demko	750 Old Clemson Road	Columbia, S.C. 29229	803-736-8787	803-736-8785	ldemko@richland2.org
<b>LACES Entry Clerk</b>	Winifred Davis	750 Old Clemson Road	Columbia, S.C. 29229	803-736-8787	803-736-8785	wdavis@richland2.org
<b>Rock Hill 3 AE Director</b>	<b>Sandy Andrews</b>	<b>1234 Flint Street Extension</b>	<b>Rock Hill, S.C. 29730</b>	<b>803-981-1375</b>	<b>803-981-1397</b>	<b>sandrews@rock-hill.k12.sc.us</b>
<b>Administrative Support</b>	Carole Hershberger	1234 Flint Street Extension	Rock Hill, S.C. 29730	803-981-1375	803-981-1397	chershbe@rock-hill.k12.sc.us
<b>Immediate Supervisor</b>	Dr. Luanne Kokolis Assoc. Supt. For	660 N. Anderson Road	Rock Hill, S.C. 29730	803-981-1045	803-981-1094	lkokolis@rock-hill.k12.sc.us
<b>Transition Specialist</b>	Linda Rushing	1234 Flint Street Ext.	Rock Hill, S.C. 29730	803-981-1397	803-981-1375	lrushing@rock-hill.k12.sc.us
<b>LACES Entry Clerk</b>	Carole Hershberger	1234 Flint Street Ext.	Rock Hill, S.C. 29730	803-981-1375	803-981-1397	chershbe@rock-hill.k12.sc.us
<b>Spartanburg AE Director</b>	<b>Tammy D. Cooley</b>	<b>459 West Centennial Street</b>	<b>Spartanburg, S.C. 29303</b>	<b>864-594-4428</b>	<b>864-596-8407</b>	<b>TDCooley@spart7.org</b>
<b>Administrative Support</b>	Cindy Johnson	459 West Centennial Street	Spartanburg, S.C. 29303	864-594-4428	864-596-8407	cmjohnson@spart7.org
<b>Immediate Supervisor</b>	Dr. Terry Pruitt	P.O. Box 970 610 DuPree Street	Spartanburg, S.C. 29304	864-594-4405	864-594-4406	tp Pruitt@spart7.org
<b>Transition Specialist</b>	TBA Aug 17th	459 West Centennial Street	Spartanburg, S.C. 29303	864-594-4428	864-596-8407	@spart7.org
<b>LACES Entry Clerk</b>	Cindy Johnson	459 West Centennial Street	Spartanburg, S.C. 29303	864-594-4428	864-596-8407	cmjohnson@spart7.org
<b>Sumter/Lee AE Director</b>	<b>Sharon Teigue</b>	<b>905 North Main Street</b>	<b>Sumter, S.C. 29150</b>	<b>803-778-6432</b>	<b>803-775-4665</b>	<b>steigue@yahoo.com</b>
	<b>Eloise Witherspoon, Coordinator</b>	<b>123 East College Street PO Box 507</b>	<b>Bishopville, S.C. 29010</b>	<b>803-968-1327 803-484-4040 x303</b>	<b>803-484-4712</b>	<b>eloisewitherspoon@yahoo.com</b>
<b>Administrative Support</b>	Lori Williams	905 North Main Street	Sumter, S.C. 29150	803-778-6432	803-775-4665	Goldenrule_float@yahoo.com
<b>Immediate Supervisor</b>	Dr. Zona W. Jefferson	P. O. Box 1180	Sumter, S.C. 29151-1180	803-469-8536	803-469-6006	Jefferson@sumter17.k12.sc.us
<b>Transition Specialist</b>	Annette Bleasdale	905 North Main Street	Sumter, S.C. 29150	803-778-6432	803-775-4665	absumteraded@yahoo.com
<b>LACES Entry Clerk</b>	Lori Williams	905 North Main Street	Sumter, S.C. 29150	803-778-6432	803-775-4665	Goldenrule_float@yahoo.com



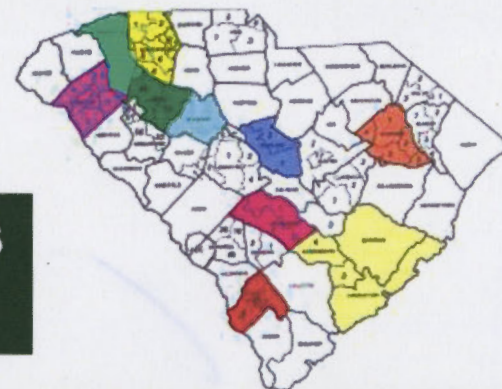
<b>Tri-District/Chester AE Director</b> <b>Tim Stowe</b> <b>420 Knox Street</b> <b>Clover, S.C. 29710</b> <b>803-810-8443</b> <b>tstowe@clover.k12.sc.us</b> <b>161 Columbia Street</b> <b>Chester, S.C. 29706</b> <b>803-581-9324</b> <b>803-581-9363</b>						
<b>Administrative Support</b>	Ange Westmoreland	420 Knox Street	Clover, S.C. 29710	803-810-8441	803-222-8073	awestmoreland@clover.k12.sc.us
<b>Immediate Supervisor</b>	David Damm	604 Bethel Street	Clover, S.C. 29710	803-222-7191	803-222-8010	dammd@clover.k12.sc.us
<b>Transition Specialist</b>	Marilyn Brooks	420 Knox Street	Clover, S.C. 29710	803-810-8440	803-222-8073	Marilyn.Brooks@clover.k12.sc.us
<b>LACES Entry Clerk</b>	Ange Westmoreland	420 Knox Street	Colver, S.C. 29710	803-810-8441	803-222-8073	awestmoreland@clover.k12.sc.us
<b>Union AE Director</b> <b>Dr. Susanne Gunter</b> <b>517 E. Main Street</b> <b>Union, S. C. 29379</b> <b>864-429-1770</b> <b>864-429-1771</b> <b>Sgunter@union.k12.sc.us</b>						
<b>Administrative Support</b>	Tina Boulware	517 E. Main Street	Union, S.C. 29379	864-429-1770	864-429-1771	tboulware_ems@union.k12.sc.us
<b>Immediate Supervisor</b>	Cindy Langley	Post Office Box 907	Union, S.C. 29379	864-429-1740	864-429-1790	clangley@union.k12.sc.us
<b>Transition Specialist</b>	Linda Wendel	517 E. Main Street	Union, S.C. 29379	864-429-1770	864-429-1771	lwendel@union.k12.sc.us
<b>LACES Entry Clerk</b>	Lisa Jennings	517 E. Main Street	Union, S.C. 29379	864-429-1770	864-429-1771	ljennings@union.k12.sc.us
<b>Williamsburg AE Director</b> <b>Dr. Patricia (Patty) Lee</b> <b>500 North Academy Street</b> <b>Kingstree, S.C. 29556</b> <b>843-355-5571</b> <b>843-355-7518</b> <b>plee@wcsd.k12.sc.us</b> <b>Grady Richardson</b> <b>Assistant Director</b> <b>grady@wcsd.k12.sc.us</b>						
<b>Administrative Support</b>	Diane Smith	500 North Academy Street	Kingstree, S.C. 29556	843-355-7518	843-355-7518	dsmith@wcsd.k12.sc.us
<b>Immediate Supervisor</b>	Linda Huell	423 School Street	Kingstree, S.C. 29556			
<b>Transition Specialist</b>	Eunice D. Gary	500 North Academy Street	Kingstree, S.C. 294556	843-355-6887	843-355-7518	egary@wcsd.k12.sc.us
<b>LACES Entry Clerk</b>	Lakale Smith	500 North Academy Street	Kingstree, S.C. 294556	843-355-6887	843-355-7518	lsmith@wcsd.k12.sc.us





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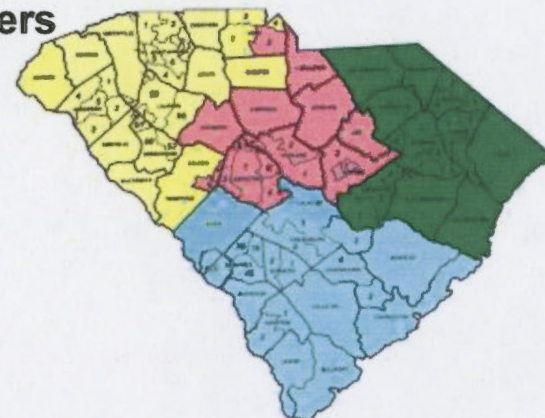
## COMMUNITY-BASED ORGANIZATIONS 2009



	NAME	ADDRESS	CITY/STATE/ZIP	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
Adult Learning Center	Mr. Bill Brasington	145 North Church Street #82	Spartanburg, SC 29306	(864) 562-4104	(864) 562-4103	bbrasington@adult-learning.org
Board Chairman	Mr. Jerry Cogan	126 Commons Drive	Spartanburg, SC 29302	(864) 597-1584	(864) 562-4103	Jerryc5@charter.net
Florence Area Literacy Council	Ms. Christina Lawson	238-240 South Dargan Street	Florence, SC 29506-2534	(843) 667-1908	(843) 667-1600	florenceliteracy@yahoo.com
Greenville Literacy Association	Ms. Jane Thomas	225 S. Pleasantburg Dr., Suite C-10	Greenville, SC 29607	(864) 467-3556	(864) 467-3558	Thomas@greenvilleliteracy.org
President	James Pierce	PO Box 387	Marietta, SC 29661			
Hampton County Literacy Association	Ms. Hazel C. Smith	P.O. Box 1249	Varnville, SC 29944	(803) 943-5253	(803) 943-5512	hamptonliteracy@embarqmail.com
President	Ms. Alice M. Behlin	403 Poppy Street	Hampton, SC 29924	(803) 943-2967	(803) 943-5512	
Laurens Literacy	Ms. Cinda Vondergeest	221 West Laurens Street	Laurens, SC 29360	(864) 984-0466	(864) 984-2920	busyvees@bellsouth.net
President	Ike Ray, Jr.	211 Pinewood Ave.	Clinton, SC 29325	(864) 833-1343		ikeandbec@bellsouth.net
Trident Literacy	Ms. Eileen Chepenik	5416-B Rivers Ave	North Charleston, SC 29406	(843) 747-2223	(843) 744-2970	echepenik@tridentlit.org molwig@tridentlit.org
Board Chair	Mr. Kevin Smith	P.O. Box 9	Charleston, SC 29402	(843) 720-2800	(843) 722-1190	ksmith@steinberglawfirm.com



# Regional Adult Education Technical Assistance Centers (RAETAC) Region Designations 2009



**Region I – Easley**  
**Pickens Adult Education Program**  
 106 Glazner Street  
 Easley, SC 29640  
 Mary Gaston, Director  
 (864) 855-8198 Office

**Region I**  
 Assigned to Mike King

OFFICE	NAME	TITLE	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
REGION ONE-EASLEY	Mary Gaston	Director	864-855-8198	864-850-8116	Marygaston@pickens.k12.sc.us
	Kathy Woodson	Lead Training Spec	864-355-6080	864-355-6082	kwoodson@greenville.k12.sc.us

Abbeville  
 Adult Learning Center  
 Anderson 1 & 2  
 Anderson 3,4,5

Cherokee  
 Edgefield/Saluda  
 Greenville  
 Greenville Literacy  
 Greenwood

Laurens  
 Laurens Literacy  
 McCormick  
 Oconee  
 Pickens

Spartanburg  
 Tri-District/Chester  
 Union

**Region II – Sumter**  
**Sumter County Adult Education Center**  
 905 N. Main Street  
 Sumter, SC 29150  
 Sharon Teigue, Director  
 (803) 778-6432 Office

**Region II**  
 Assigned to Terry Fetner

OFFICE	NAME	TITLE	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
REGION TWO - SUMTER	Sharon Teigue	Director	(803) 778-6432	(803) 775-4665	steigue@yahoo.com
	Tara Smith	Training Specialist	(803) 778-6432	(803) 775-4665	raetacregion2@yahoo.com

Fairfield  
 Kershaw  
 Lancaster

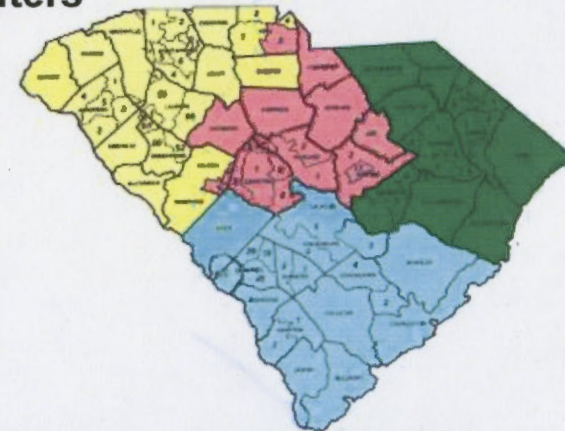
Lexington 1  
 Lexington 2 & 4  
 Lexington 3  
 Lexington 5

Newberry  
 Richland 1  
 Richland 2  
 Rock Hill 3

Sumter/Lee  
 Vocational Rehabilitation



# Regional Adult Education Technical Assistance Centers (RAETAC) Region Designations 2009



**Region III – Dorchester**  
**Dorchester County Adult Education**  
 1325-A Boone Hill Road  
 Summerville, SC 29483  
 Julie Kornahrens, Director  
 (843) 873-7372

**Region III**  
 Assigned to Janet Thompson

OFFICE	NAME	TITLE	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
REGION THREE - DORCHESTER	Julie Kornahrens	Director	(843) 873-7372	(843) 821-3982	jkornahrens@dorchester2.k12.sc.us
	Erin Miller	Training Specialist	(843) 873-7372	(843) 821-3982	@dorchester2.k12.sc.us

Aiken  
 Allendale  
 Bamberg/Barnwell  
 Beaufort

Berkeley  
 Charleston  
 Colleton  
 Dorchester

Hampton Literacy  
 Jasper/Hampton  
 Orangeburg/Calhoun  
 Trident Literacy

**Ms. Til Freeman, Director**  
**Region IV-Florence**  
 301 S. Dargan Street  
 Florence, SC 29506  
 (843) 664-8152

**Region IV - Vacant**

OFFICE	NAME	TITLE	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
REGION FOUR - FLORENCE	Til Freeman	Director	(843) 664-8152	(843) 664-8155	tfreeman@fsd1.org
	LaVonne Rutten	Training Specialist	(843) 664-8152 x19	(843)	LaVonne.Rutten@fsd1.org

Chesterfield  
 Clarendon  
 Darlington  
 Dillon

Florence 1,4,5  
 Florence 2 & 3  
 Florence Literacy  
 Georgetown

Horry  
 Marion  
 Marlboro

Williamsburg





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## Office of Adult Education 2009

SC Department of Education - Office of Adult Education  
1429 Senate Street, 908 Rutledge Building, Columbia, South Carolina 29201

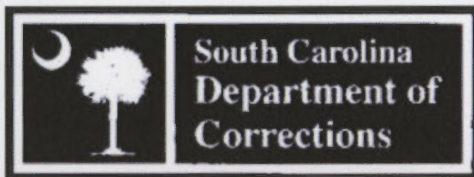
OFFICE	NAME	TITLE	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
ADULT EDUCATION OFFICE	Dr. David Stout, Jr.	Director	(803) 734-8348	(803) 734-3643	dstout@ed.sc.gov
	Wilma Cupstid	Administrative Assistant	(803) 734-8071	(803) 734-3643	wcupstid@ed.sc.gov

Rutledge Room 906A	Bonnie Byrd	Education Associate	(803) 734-8069	(803) 734-2778	bbyrd@ed.sc.gov
Rutledge Room 906B	Terry Fetner	Education Associate	(803) 734-8080	(803) 734-2778	tfetner@ed.sc.gov
Rutledge Room 906C	Jennifer Cooper-Keels	Education Associate	(803) 734-8070	(803) 734-2778	jckeels@ed.sc.gov
Rutledge Room B-19	Michael King	Education Associate	(803) 734-8300	(803) 734-2778	mrking@ed.sc.gov
Rutledge Room 906	Sandra McWaters	Administrative Specialist	(803) 734-3161	(803) 734-2778	smcwaters@ed.sc.gov
Rutledge Room B-18	Janet Thompson	Education Associate	(803) 734-8472	(803) 734-2778	Jthompso@ed.sc.gov
Rutledge Room B-18	Paige Sanders	Administrative Specialist	(803) 734-0890	(803) 734-2778	pmsander@ed.sc.gov

SC Department of Education -GED Testing Office  
1429 Senate Street, 402 Rutledge Building, Columbia, South Carolina 29201

OFFICE	NAME	TITLE	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
GED TESTING OFFICE	Main Office	Main Office	(803) 734-8347	(803) 734-8336	www.sc.ged.org
	Dr. David Stout	GED Testing	(803) 734-8348	(803) 734-8336	Dstout@ed.sc.gov
	Jennifer Barfield	Data Coordinator	(803) 734-8349	(803) 734-8336	Jbarfiel@ed.sc.gov
	Colleen Clark	Examiner	(803) 734-4831	(803) 734-8336	Cclark@ed.sc.gov
	Nancy Price	Administrative Specialist	(803) 734-7031	(803) 734-8336	Nprice@ed.sc.gov
	Rebecca Wilcox	Administrative Specialist	(803) 734-4758	(803) 734-8336	Rwilcox@ed.sc.gov
	Janice Wilson	Administrative Specialist	(803) 734-4832	(803) 734-8336	Jwilson@ed.sc.gov
GED HOTLINE			(800) 277-7323		





## Palmetto Unified School District

Agency Director Director, Division of Programs & Services	Jon Ozmint Geri Miro		803-896-8555 803-896-8550	803-896-1513	Ozmint.Jon@doc.state.sc.us
Superintendent of Education Division of Programs and Services	Dr. Randy Reagan	P. O. Box 21787 4444 Broad River Rd Columbia, SC 29210	803-896-1547 803-896-1568	803-896-1513	Reagan.Randy@doc.state.sc.us
Coordinator	Melissa Holmes	4444 Broad River Road, Room 206 Columbia, SC 29210	803-896-1558	803-896-1513	Holmes.Melissa@doc.state.sc.us
Interim Adult Education Director Special Programs Coordinator	Jacqueline L. Venning	4444 Broad River Road Columbia, SC 29210	803-896-1573	803-896-1513	Venning.Jacqueline@doc.state.sc.us

## SC Department of Vocational Rehabilitation 1410 Boston Avenue, West Columbia 29170



SCVRD/AE Liaison WorkKeys	Ramona Williams Carr	P. O. Box 15 West Columbia, S.C. 29171	803-896-6347	803-896-6510	rcarr@scvrd.state.sc.us Training Facility-896-6533
SCVRD/AE Liaison Project Leo	Shannon Lindsay	P.O. Box 15 West Columbia, S.C. 29171	803-896-6574	803-896-6510	slindsay@scvrd.state.sc.us
Office Assistant	Nita Pridgen	P.O. Box 15 West Columbia, S.C. 29171	803-896-6570	803-896-6510	jpridgen@scvrd.state.sc.us





# South Carolina Technical Colleges 2009



	NAME	ADDRESS	CITY/STATE/ZIP	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
<b>AIKEN TECHNICAL COLLEGE</b>	Dr. Melissa Denardo	P.O. Box 696	Aiken, SC 29802	(803) 593-9954	(803) 593-6526	denardom@atc.edu
<b>PRESIDENT</b>	Dr. Susan A. Winsor	P. O. Box 696	Aiken, SC 29802	(803) 593-9231	(803) 593-6641	Graham@atc.edu
<b>CENTRAL CAROLINA TECH</b>	Ms. Ann A. Cooper	506 North Guignard Drive	Sumter, SC 29150	(803) 778-6666	(803) 778-7889	Coopera@cctech.edu
<b>PRESIDENT</b>	Tim Hardee	506 North Guignard Drive	Sumter, SC 29150-2499	(803) 778-1981	(803) 778-6696	thardee@cctech.edu
<b>DENMARK TECH</b>	Ms. Carolyn Fennell	P.O. Box 327	Denmark, SC 29042	(803) 793-3301	(803) 793-5942	bonnettea@den.tec.sc.us
<b>PRESIDENT</b>	Dr. John Waddell	P.O. Box 327 (Soloman Blatt Blvd.)	Denmark, SC 29042-0327	(803) 793-5100	(803) 793-5942	
<b>FLORENCE-DARLINGTON TECH</b>	Ms. Gail Figa	P.O. Box 100548	Florence, SC 29501	(843) 661-8139	(843) 661-8217	figag@fdtc.edu
<b>PRESIDENT</b>	Dr. Charles W. Gould	P.O. Box 100548 (Hwy 52 North)	Florence, SC 29501-0548	(843) 661-8324	(843) 661-8011	
<b>GREENVILLE TECH</b>	Ms. Pamela Price	P.O. Box 5616	Greenville, SC 29606-5616	(864) 250-8797	(864) 250-8410	Pam.Price@smw@gvltec.edu
<b>PRESIDENT</b>	Dr. Keith Miller	P.O. Box 5616, Station B (291 By-Pass)	Greenville, SC 29606-5616	(864) 250-8000	(864) 250-8507	
<b>HORRY-GEORGETOWN TECH</b>	Ms. Carolyn McIntyre	2050 Highway 501 East PO Box 261966	Conway, SC 29528	(843) 349-5216	(843) 347-4207	Carolyn.mcintyre@hgtc.edu
<b>PRESIDENT</b>	Mr. Neyle Wilson	P.O. Box 261966 (Highway 501 East)	Conway, SC 29528-6066	(843) 347-3186	(843) 347-4207	Neyle.wilson@hgtc.edu
<b>MIDLANDS TECH</b>	Ms. Sharon May	P.O. Box 2408	Columbia, SC 29202	(803) 822-3612	(803) 738-7862	mays@midlandstech.com
<b>PRESIDENT</b>	Dr. Marshall "Sonny" White	P.O. Box 2408 (316 Beltline Blvd.)	Columbia, SC 29202-2408	(803) 738-1400	(803) 738-7784	
<b>NORTHEASTERN TECH</b>	Ms. Sandra Barbour	Drawer 1007	Cheraw, SC 29520	(843) 921-6919	(843) 537-6148	sbarbour@netc.edu
<b>PRESIDENT</b>	Dr. James C. Williamson	PO Drawer 1007 (Highway 9)	Cheraw, SC 29520-1-7	(843) 921-6901	(843) 537-6148	jwilliamson@netc.edu





# South Carolina Technical Colleges 2009



	NAME	ADDRESS	CITY/STATE/ZIP	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
<b>ORANGEBURG-CALHOUN TECH</b>	Ms. Dorothy Allen Green Anne Crook Ext 1200	3250 St. Matthews Road Donna Elmore Ext 1374	Orangeburg, SC 29118-8299	(803) 535-1323	(803) 535-1388	AllenD@octech.edu Kathy Booker Ext 1201
<b>PRESIDENT</b>	Dr. Anne S. Crook	3250 St. Matthews Road (Highway 601)	Orangeburg, SC 29118	(803) 536-0311 Extension 1200	(803) 535-1388	
<b>PIEDMONT TECH</b>	Ms. Susan Timmons	P.O. Box 1467	Greenwood, SC 29648	(864) 941-8519	(864) 941-8360	Timmons.s@ptc.edu
<b>PRESIDENT</b>	Dr. Lex D. Walters	P.O. Drawer 1467 (620 North Emerald Road) 29646	Greenwood, SC 29648-1467	(864) 941-8324	(864) 941-8555	
<b>SPARTANBURG TECH</b>	Ms. Kem Mahaffey	P.O. Box 4386 (Frontage Road)	Spartanburg, SC 29305	(864) 591-3795	(864) 591-3708	mahaffeyk@stcsc.edu
<b>PRESIDENT</b>	Dr. Dan L. Terhune	P. O. Box 4386 (Frontage Road)	Spartanburg, SC 29305-4386	(864) 592-4600	(864) 592-4642	terhuned@stcsc.edu
<b>TECH OF THE LOWCOUNTRY</b>	Ms. Jenni Campbell	P.O. Box 1228	Beaufort, SC 29902	(843) 525-8293	(843) 525-8237	jcampbell@tcl.edu
<b>PRESIDENT</b>	Dr. Thomas C. Leitzel	P.O. Box 1288 (921 S. Ribaut Road)	Beaufort, SC 29901-1288	(843) 525-8247	(843) 525-8330	tcl@tcl.edu
<b>TRI-COUNTY TECH</b>	Ms. Gwen Owens	P.O. Box 587	Pendleton, SC 29670	(864) 646-8361	(864) 646-8256	gowens@tricitytec.sc.us
<b>PRESIDENT</b>	Dr. Ronnie L. Booth	P.O. Box 587 (Highway 76)	Pendleton, SC 29670-0587	(864) 646-8361	(864) 646-1890	
<b>TRIDENT TECH</b>	Ms. Pat Gibson	P.O. Box 118067 LA-M	Charleston, SC 29423-8067	(843) 574-6411	(843) 574-6484	Pat.Gibson@TridentTech.edu
<b>PRESIDENT</b>	Dr. Mary D. Thornley	P.O. Box 118067	Charleston, SC 29423-8067	(843) 572-6111	(843) 572-6109	
<b>WILLIAMSBURG TECH</b>	Ms. Sylvia Cumbie	601 MLK Jr. Avenue	Kingstree, SC 29556	(843) 355-4122	(843) 355-7269	cumbies@wiltec.edu
<b>PRESIDENT</b>	Dr. Cleve H. Cox	601 MLK Jr. Avenue	Kingstree, SC 29556-4197	(843) 355-4110	(843) 354-7269	
<b>YORK TECH</b>	Ms. Frances Yoder	452 S. Anderson Road	Rock Hill, SC 29730	(803) 981-7109	(803) 327-8059	Yoder@yorktech.com
<b>PRESIDENT</b>	Dr. Greg Rutherford	452 S. Anderson Road	Rock Hill, SC 29730-3395	(803) 327-8050	(803) 327-8059	rutherford@yorktech.com



## **Appendix H**

**South Carolina Criminal Justice Academy**  
**Physical Ability Test (PAT)**

- The course measures a total of 870 feet (290 yards/265.2 meters)
- The course consists of a series of nine interspersed individual tasks, arranged in a continuous format that may be viewed as being essential (physical) job-tasks for law enforcement training:

1. running;
2. jumping (low hurdle);
3. climbing stairs;
4. low crawling;
5. jumping (broad-type);
6. climbing a fence (chain-link/four feet);
7. climbing through a window;
8. moving/dragging a weight (150 pounds);
9. changing direction on the run.

- The trainee starts the course at a point, indicated in green on the course map.
- The candidate runs one and  $\frac{3}{4}$  laps around the perimeter of the course and enters the interior of the course at the point indicated in blue on the course map.
- The first obstacle encountered in the interior consists of two low hurdles, one and a half feet high and four feet long, placed 13 feet apart.
- After clearing the hurdles, stairs (five steps up to a 32-inch wide landing, 45 inches above the floor, and five steps down) must be negotiated twice (note that each step has a 7.5 inch rise and tread that is 11 inches wide).
- Once the stair event is completed another low hurdle must be cleared; the trainee must then successfully negotiate a low crawl under an obstacle set at 2  $\frac{1}{2}$  feet above the floor.
- Make a turn and clear a ditch simulation that is six feet in width.
- After another turn, a chain-link fence (four feet in height) must be climbed.
- Two additional turns made, and a four-foot high window (opening is 3' wide x 4.5' high) must be successfully entered.
- The candidate must then drag a 150-pound dead weight a distance of 20 feet.
- After the weight drag, the candidate exits the course, completes one final lap around the perimeter and finishes at the point indicated in red on the course map.

Spotters (suggested minimum of three) and timekeepers (suggested minimum of two) are strategically located throughout the course

An instructor demonstrates the course via a walk-through for the entire class prior to beginning. The purpose of this is directional rather than instructional; however, spotters and timekeepers guide individuals as the candidates run the course. The spotters serve to prevent



The course was designed for set-up in a gymnasium and occupies two-thirds of a regulation basketball court when fully deployed. It is recommended that the course be set-up indoors as to allow for the control of environmental factors.

The diagram illustrates a dog agility course layout. The course begins at a green circle labeled "START" at the bottom right. The path proceeds through several obstacles and distance markers:

- START** (Green circle)
- 55' (Distance marker)
- 55' (Distance marker)
- 55' (Distance marker)
- ENTER** (Blue circle)
- 13' (Distance marker)
- hurdle** (Black rectangle)
- 13' (Distance marker)
- hurdle** (Black rectangle)
- 13' (Distance marker)
- stairs 13ft** (Black rectangle with vertical lines)
- TURN** (Square with a circle)
- 13' (Distance marker)
- low crawl** (Black rectangle)
- 13' (Distance marker)
- TURN** (Square with a circle)
- 26' (Distance marker)
- 6ft jump** (Black rectangle)
- 13' (Distance marker)
- TURN** (Square with a circle)
- 39' (Distance marker)
- fence (4ft high)** (Black rectangle)
- 13' (Distance marker)
- TURN** (Square with a circle)
- 46' (Distance marker)
- 150 lb dummy drag** (Black rectangle)
- 20' (Distance marker)
- window (4ft high)** (Black rectangle)
- 13' (Distance marker)
- 3' (Distance marker)
- TURN** (Square with a circle)
- 7' (Distance marker)
- FINISH** (Red circle)

Additional distance markers along the perimeter include 50', 50', 45', 50', 50', and 50'.

not drawn to scale